AMERICAN LEGION AUXILIARY

DEPARTMENT OF WISCONSIN

RED BOOK

2026-2027

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

AMY LUFT
DEPARTMENT PRESIDENT

'Helping Our Heroes Take Flight'
(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.

AMERICAN LEGION AUXILIARY

National President
Coral Mae Grout, Department of Massachusetts

Central Division National Vice President
Teri Miller, Department of Illinois

National Executive Committeeperson
Maggie Geiger, Unit 288, Cedarburg

Alternate National Executive Committeeperson
Sue Hembrook, Unit 537, Milwaukee



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.

ALA MISSION

(What we do every day)

The American Legion Auxiliary honors the sacrifice
of those who serve by uniting members
to make a meaningful impact for veterans,
military and their families, and communities.

VISION STATEMENT

To be a connected, compassionate force - a
community where veterans, servicemembers,
and their families belong and thrive through service that supports veterans,
military and their families, and the next generation.

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. It 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*, which is posted on the national website (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.

- 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.
- Bi-monthly Unit Mailings are posted on the department website and offered by subscription ($25 annually). They contain information from the Department President and headquarters, 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 Facebook page *American Legion Auxiliary Dept of WI* contains pictures and stories about our events.

Wings of Honor: Helping Our Heroes Take Flight ~ In 2021, the American Legion Auxiliary National Headquarters entered a formal partnership with Honor Flight Network to support their mission of celebrating America's veterans by inviting them to share a special day of honor at our nation's memorials that were built in their honor. With the use of poppy funds, we can support this initiative by raising money for our local Honor Flight hubs. An even more important aspect is reaching out to veterans who have not yet had the opportunity to experience this life-changing journey, and assist them with the process of signing up to take their flight. Behind the scenes we can help our veterans soar by working our programs and supporting The American Legion. Together, through our mission, our programs, and our dedication to our veterans, we will continue to spread our wings and help our heroes take flight.

Amy Luft, Department President, 2026-2027

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

Poppy Shop Staff:

Sue Hembrook	Supervisor, Email: wipoppyshop@yahoo.com
Bonnie Jakubczyk	Assistant

2026-2027
American Legion Auxiliary • Department of Wisconsin

		Term	District	Unit
NATIONAL EXECUTIVE COMMITTEE				
NEC	Maggie Geiger	2025-2027	2	288
ALTERNATE NEC	Sue Hembrook	2026-2027	4	537
DEPARTMENT OFFICERS				
PRESIDENT	Amy Luft	2026-2027	2	355
SENIOR VICE PRESIDENT	Christina Petranovich	2026-2027	7	118
FIRST VICE PRESIDENT	Betty Stone	2026-2027	12	316
SECOND VICE PRESIDENT	Christine Johnsen	2026-2027	3	352
HISTORIAN	Sandy Mack	2026-2027	2	288
CHAPLAIN	Donna Jensen	2026-2027	4	415
EXEC. SEC'Y-TREASURER	Bonnie Dorniak	2026-2027	6	329
PARLIAMENTARIAN	Teresa Isensee	2026-2027	10	326
SERGEANT-AT-ARMS	Kathy Grom	2026-2027	4	434
	Jan Williams	2026-2027	2	401
DISTRICT PRESIDENTS				
DISTRICT 1	Sherri Curzi	2026-2028	1	440
DISTRICT 2	Kathy Olson	2025-2027	2	208
DISTRICT 3	Shelley Drager	2026-2028	3	437
DISTRICT 4	Pat Ehleiter	2025-2027	4	434
DISTRICT 5	Linda Bartell	2026-2028	5	1
DISTRICT 6	Diane Steinert	2025-2027	6	234
DISTRICT 7	Jesse Elmhorst	2026-2028	7	320
DISTRICT 8	Kay Grosskopf	2025-2027	8	391
DISTRICT 9	Luann James	2026-2028	9	106
DISTRICT 10	Teresa Steinke	2025-2027	10	324
DISTRICT 11	Barb Bell	2026-2028	11	25
DISTRICT 12	Barbara McDaniel	2025-2027	12	499
DEPARTMENT HONORARY JUNIOR OFFICERS				
PRESIDENT	Virginia Calteux	2026-2027	4	416
VICE PRESIDENT	Lylyana Sanchez	2026-2027	1	494
SECRETARY	Tillie Putzke	2026-2027	6	340
HISTORIAN	Luna Pupp	2026-2027	6	33
CHAPLAIN	Karina Sanchez	2026-2027	1	494
SERGEANT-AT-ARMS	Tatiana Hyma	2026-2027	7	100
	Mayla McDonald	2026-2027	6	33

DEPARTMENT CHAIRMEN & COMMITTEE MEMBERS

		Term	District	Unit
ALA IN THE KNOW PROGRAM				
Chairman	Sandy Mack	2025-2027	2	288
Vice Chairman	Teresa Isensee	2026-2028	10	326
AMERICANISM	Delores Woolf	2026-2027	3	42
Assistant	Donna Jensen	2026-2027	4	415
AMERICAN LEGION AUXILIARY BADGER GIRLS STATE				
Chair	Danyelle Thompson	2024-2027	3	352
Vice Chair	Bethany Fredericks	2025-2028	3	352
Executive Director	Joanie Dickerson	2024-2027	3	482
Assistant Executive Director	Jennifer Leahy	2024-2027	3	352
Committee Members	Amy Bohman	2026-2029	9	436
	Lauren Miller	2025-2028	3	352
	SuAnn Pagel-Rast	2025-2028	8	339
	Theresa Schindler	2026-2029	11	547
	Delores Woolf	2026-2029	3	42
Department President	Amy Luft	Automatic	2	355
Senior Vice President	Christina Petranovich	Automatic	7	118
Executive Secretary/Treasurer	Bonnie Dorniak	Automatic	6	329
Americanism Chair	Delores Woolf	Automatic	3	42
WALA STATE BOWLING ASSOCIATION				
Chairman/Tournament Director	Jenni Syftestad	2024-2027	3	385
Vice Chairman	Shannon Churchill	2026-2029	3	385
Committee Members	Lisa Blom	2025-2028	9	512
	Linda Coppock	2026-2029	9	512
	Toni Moegenburg	2024-2027	2	355
	Beverly Rhode-Hillman	2025-2028	1	375
	Margie Schoonover	2026-2029	2	355
	Vacant	2024-2027		
	Vacant	2025-2028		
Department President	Amy Luft	Automatic	2	355
Senior Vice President	Christina Petranovich	Automatic	7	118
Executive Secretary-Treasurer	Bonnie Dorniak	Automatic	6	329
CHILDREN & YOUTH/LIAISON TO CHILD WELL-BEING FDN.	Mary Petrie	2026-2027	2	189

CHILDREN & YOUTH DISTRICT CHAIRS: Listed on the Dept website under Program Info (C&Y) -

COMMUNITY SERVICE	Becky Mueller	2026-2027	9	106
CONSTITUTION & BYLAWS	Diana Sirovina	2026-2027	1	171
DISTINGUISHED GUESTS	Laura Calteux	2026-2027	4	416
EDUCATION / M. LOUISE WILSON EDUCATIONAL LOAN FUND	Sue Keyzers	2026-2027	9	106
FINANCE COMMITTEE				
Chair	Diane Duscheck	2026-2029	6	282
Vice Chair	Joanie Dickerson	2024-2027	3	482
Committee	Tricia Rose	2025-2028	8	63
Alternate NEC	Sue Hembrook	Automatic	4	537
Office Policy	Diana Sirovina	Automatic	1	171
FUNDRAISING	Dawn Rudey	2026-2027	2	521
Assistant	Bonnie Jakubczyk	2026-2027	4	434
HOMELESS WOMEN VETERANS *(Please see Veterans Affairs & Rehabilitation Section)*				
HOSPITAL VOLUNTEERS *(Please see Veterans Affairs & Rehabilitation Section)*				
JUNIOR ACTIVITIES				
Chair	Christine Johnsen	2026-2027	3	352
Vice Chair	Julianne Hyma	2026-2027	7	100
LEADERSHIP				
Chair	Bob Shappell	2026-2027	2	288
Committee	Linda Coppock	2026-2027	9	512
	Jackie Rowley	2026-2027	7	175
LEGISLATIVE	Sue Hembrook	Automatic	4	537
LIASION TO THE WISCONSIN AMERICAN LEGION				
Department President	Amy Luft	Automatic	2	355
Dept Executive Secretary-Treasurer	Bonnie Dorniak	Automatic	6	329
LIASION TO TAL WI CAMP AMERICAN LEGION COMMITTEE				
	Sue Hembrook	2026-2027	4	537
LIAISON TO TAL WI MARKETING & COMMUNICATIONS CTE				
Editor-*Wisconsin* Publication	Bonnie Dorniak	2026-2027	6	329
MEMBERSHIP				
Chair	Betty Stone	Automatic	12	316
Committee	Christine Johnsen	2026-2027	3	352
	April Kollmorgen	2026-2027	1	171
	Mary Townsend	2026-2027	10	98
	12 District Presidents	Automatic		
	12 Dist. Mbrshp Chrm	Automatic		

District Membership Chairs are listed on page 8

		Term	District	Unit
DISTRICT MEMBERSHIP CHAIRS				
DISTRICT 1	Tracy Tompkins	2026-2027	1	375
DISTRICT 2	Maggie Geiger	2026-2027	2	288
DISTRICT 3	Nicole Welsh	2026-2027	3	335
DISTRICT 4	Bonnie Jakubczyk	2026-2027	4	434
DISTRICT 5	Joyce Wingers	2026-2027	5	1
DISTRICT 6	Linda Lefky	2026-2027	6	165
DISTRICT 7	Janalee Kapusta	2026-2027	7	320
DISTRICT 8	Fran Bender	2026-2027	8	10
DISTRICT 9	Lisa Wolfinger	2026-2027	9	41
DISTRICT 10	Rhiana LeMere	2026-2027	10	291
DISTRICT 11	Willow Bell	2026-2027	11	25
DISTRICT 12	Katie Hanks	2026-2027	12	487
MUSIC	Donna Jensen	Automatic	4	415
NATIONAL SECURITY	Natalia Genovesi King	2026-2027	2	288
OFFICE POLICY				
Chair	Diana Sirovina	2026-2029	1	171
Committee	Teresa Isensee	2025-2028	10	326
	Virginia Kodl	2024-2027	7	118
PAST PRESIDENTS PARLEY	Linda Coppock	Automatic	9	512
POPPY PROGRAM	Patti Westpfahl	2026-2027	6	306
PUBLIC RELATIONS	Kristy Wakeman	2026-2027	2	208
STANDING RULES	Joanie Dickerson	2026-2027	3	482
VETERANS AFFAIRS & REHABILITATION PROGRAMS				
Chair	Pamela (PJ) Stephens	2026-2027	6	165
Director-Hospital Volunteers	Sue Hembrook	2026-2027	4	537
Christmas Gift Shop	Diana Sirovina	2026-2027	1	171
Christmas Gift Shop Assistant	Beverly Rhode-Hillman	2026-2027	1	375
Homeless Women Veterans	Maggie Geiger	2026-2027	2	288
Service to Veterans	Teresa Steinke	2026-2027	10	324

VETERANS AFFAIRS & REHABILITATION DISTRICT CHAIRS:
Listed on the Dept website under Program Info (VA&R)

COUNTY PRESIDENTS for 2026 - 2027

County	Name	District	Unit
Barron	Yvonne Hill	10	540
Buffalo-Pepin	Mary Mueller	10	224
Calumet	Mary Muellenbach	6	128
Chippewa	Teresa Isensee	10	326
Clark	Jacqueline Rowley	7	175
Columbia	Barbara Sigmund	2	187
Crawford	Bernice Dombeck	3	446
Dane	Noreen Schmidt	3	348
Dodge	Eunice Seering	2	69
Door-Kewaunee	Ann Brunner	9	29
Eau Claire	Kathy Brunkow	10	376
Fond du Lac	**TBD**	6	
Grant	Olivia Rottman	3	85
Iowa	Peggy Jones	3	433
Jefferson	Sharon Burbach	2	233
Marathon	Bonnie Schult	8	469
Marinette	Deanna Farley	9	66
Milwaukee	Donna Jensen	4 & 5	415
Oconto	Julie Brunette	9	523
Outagamie	Bonnie Simon	9	106
Ozaukee	Maggie Geiger	2	288
Pierce	Margaret Larson	10	121
Richland	Cheryl McNurlin	3	13
Rock	Penny Bastian	1	209
Shawano	Kim Johanning	8	341
Sheboygan	Cheryl Kruschke	2	83
St. Croix	Elsie Obermueller	10	330
Trempealeau	Monica Bahr	10	459
Walworth	Mary Kohler	1	450
Washington	Laura Van Swol	2	483
Waukesha	Victoria Laitsch-Luebke	1	375
Waushara	Julie Vargas	8	317
Winnebago	Meghan Shady	6	70

The following counties are inactive:
Dist 1: Kenosha **&** Racine. **Dist 3:** Green & Lafayette. **Dist 6:** Green Lake, Manitowoc & Marquette.
Dist 7: Adams, Jackson, Juneau, LaCrosse, Monroe, Sauk & Vernon. **Dist 8:** Portage, Waupaca & Wood.
Dist 9: Brown, Forest & Langlade. **Dist 10:** Dunn. **Dist 11:** Ashland, Iron, Lincoln, Oneida, Price, Taylor & Vilas. **Dist 12**: Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer & Washburn
Counties with no Units: Menominee (8) & Florence (9)

HOSPITAL REPRESENTATIVES / DEPUTIES

Chippewa Falls - Wisconsin Veterans Home		**District**	**Unit**
Representative	Nancy Randen	10	53
Deputy	Teresa Steinke	10	324
Dayton Care Center - Kenosha			
Representative	Sue Hembrook	4	537
Assistant	Crystal Shaw	1	494
Iron Mountain, MI - Oscar G. Johnson USVAMC			
Associate Representative	Ann Wender	9	66
Associate Deputy	Barbara Van Boxtel	9	66
King - Wisconsin Veterans Home			
Representative	Denise Belongia	8	161
Deputy	Alice Bentley	8	161
Deputy	Pat Daniels	8	161
Deputy	Dawn Lind	8	161
Madison - Middleton Memorial VAMC			
Representative	Sheila Frye	7	172
Deputy	Noreen Schmidt	3	348
Milwaukee - Zablocki Memorial VAMC			
Representative	Bonnie Jakubczyk	4	434
Deputy	Sue Hembrook	4	537
Deputy	Sandra Kaebisch	4	537
Deputy	Deb Porter	4	434
Minneapolis, MN - Minneapolis VA Health Care System			
Associate Representative	Jeanne Williams	10	121
Associate Deputy	Karen Taylor	10	121
Tomah - VA Medical			
Representative	Helene Stein	7	201
Deputy	Mary Fawcett	7	115
Deputy	Vacant		
Deputy	Vacant		
Union Grove - Wisconsin Veterans Home			
Representative	Mary Ellen Crandall	1	71
Deputy	Beverly Rhode-Hillman	1	375

AMERICAN LEGION AUXILIARY/AMERICAN LEGION

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

American Legion Auxiliary, Department of Wisconsin
2930 American Legion Dr., PO Box 140 Portage, WI 53901
HQ Office: 608-745-0124 • FAX: 608-745-1947 • 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 (Oct-Dec)
Hours vary, October - December • Supervisor: Diana Sirovina

Poppy Shop
Hours vary • Supervisor: Sue Hembrook
262-945-9791 • Email: wipoppyshop@yahoo.com

The American Legion – Wisconsin
2930 American Legion Dr., P.O. Box 388, Portage, WI 53901
HQ Office: 608-745-1090 ı FAX: 608-745-0179 ı info@wilegion.org

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

Camp American Legion
8529 County Rd D, Lake Tomahawk, WI 54539
Office: 715-277-2510 • FAX: 715-277-3425 • caldirector@wilegion.org

Past National Presidents-Department of Wisconsin

2007-2008	3	Jan Pulvermacher-Ryan
2017-2018	6	Diane Duscheck

Past Department Presidents of Wisconsin

1974 - 1975	1	Reta Bohnsack	Burlington
1975 - 1976	3	Jan Pulvermacher-Ryan	Waunakee
1984 - 1985	7	Charlotte Hoffmann	Bangor
1989 - 1990	9	Jeannine Conradt	Shiocton
1994 - 1995	6	Diane Duscheck	Markesan
1996 - 1997	1	Joyce Bouhl	Lake Geneva
1997 - 1998	9	Diana Blom	Shiocton
1999 - 2000	9	Loretta Shellman	Oconto Falls
2000 - 2001	7	Patricia Smith	Holmen
2001 - 2002	11	Katherine Arndt	Tomahawk
2002 - 2003	7	Virginia Kodl	Thorp
2003 - 2004	5	Jeanette Riekkoff	Milwaukee
2006 - 2007	8	Diane Kranig	Stevens Point
2008 - 2009	10	Sue Vorwald	Roberts
2010 -2011	3	Florence Wasley	Linden
2011 - 2012	10	Joan Chwala	Boyd
2012 - 2013	4	Diana Sirovina	Union Grove
2013 - 2014	3	Joyce Endres	Waunakee
2014 - 2015	10	Teresa Isensee	Boyd
2015 - 2016	4	Laura Calteux	Greenfield
2017 - 2018	4	Bonnie Jakubczyk	Oak Creek
2018 - 2019	6	Char Kiesling	Neenah
2019 - 2021	3	Joanie Dickerson	Bagley
2021 - 2022	7	Diane Weggen	Thorp
2022 - 2023	9	Linda Coppock	Shiocton
2023 - 2024	2	Maggie Geiger	Cedarburg
2024 - 2025	9	Becky Mueller	Seymour
2025-2026	4	Sue Hembrook	Milwaukee



WISCONSIN PAST NATIONAL PRESIDENTS

1926-1927	10	Adalin Macauley
1943-1944	1	Eleanor Smith
1987-1988	1	Pearl Behrend
1997-1998	8	Barbara Kranig

WISCONSIN PAST DEPARTMENT PRESIDENTS

1921-1922	10	M. Louise Wilson, Eau Claire
1922-1923	6	Lillian Fisher, Fond du Lac
1923-1924	10	Adalin Macauley, Menomonie
1924-1925	2	Ruth Doland, Columbus
1925-1926	10	Nellie Hart, Cumberland
1926-1927	5	Maude Cudworth, Milwaukee
1927-1928	5	Zella Hilts, Milwaukee
1928-1929	7	Mae McCoy, Sparta
1929-1930	2	Freda Snover, Fort Atkinson
1930-1931	8	Sadie Noll, Marshfield
1931-1932	6	Lola Nauth, Kiel
1932-1933	10	Molly Coe Freese, Barron
1933-1934	1	Unita (Risch) Farrand, Delafield
1934-1935	10	Harriet Hass, Ladysmith
1935-1936	3	Mattie Keenan, Stoughton
1936-1937	1	Eleanor Smith, Racine
1937-1938	5	Almeda Elbertson, Milwaukee
1938-1939	9	Gertrude Miller, Appleton
1939-1940	2	Minnie Sproesser, Watertown
1940-1941	1	Elinor Shager, Sharon
1941-1942	9	Gertrude Jerabek, Algoma
1942-1943	4	Sara Slauson, Wauwatosa
1943-1944	11	Lillian Reed, Prentice
1944-1945	9	Louella Hurtig, Marinette
1945-1946	2	Myrtle Wiesner, Plymouth
1946-1947	11	Blanche Sandeman, Rhinelander
1947-1948	1	Flora Weber, Waukesha
1948-1949	3	Louise Onsgard, DeForest
1949-1950	3	Marjorie Martin, Stoughton
1950-1951	10	Bess Wiemer, Independence
1951-1952	9	Nell Shellman, Oconto Falls
1952-1953	5	Mildred Schimmel, Milwaukee
1953-1954	2	Gertrude Bandelin, Watertown
1954-1955	6	Irma Paulsen, Kiel
1955-1956	3	Laura Gray, Madison
1956-1957	5	Edna Krentz, Milwaukee
1957-1958	7	Sadie Heth, LaCrosse
1958-1959	9	Catherine Staidl, Appleton
1959-1960	8	Rosella Smith, Wisc. Rapids
1960-1961	11	Jennie Lund, Shell Lake
1961-1962	1	Bonnie Fuller, Kenosha
1962-1963	9	Frances Gunderson, Shiocton
1963-1964	7	Gertrude Schneider, LaCrosse
1964-1965	4	Marian VanEperen, Milwaukee
1965-1966	1	Catherine Buckeridge, Ocono-
1966-1967	9	Sylvia Lokken, Appleton
1967-1968	4	Clavia Tews, Milwaukee
1968-1969	5	Margaret Baumgart, Milwaukee
1969-1970	6	Lynabelle Habermann, Brillion
1970-1971	1	Pearl Behrend, Racine
1971-1972	9	Lorene Doerfler, Kimberly
1972-1973	4	June Benishek, Milwaukee
1973-1974	6	Dorothy Veleke, Waupun
1976-1977	8	Barbara Kranig, Stevens Point
1977-1978	1	Eileen Knox, Brookfield
1978-1979	4	Marge O'Hern, Milwaukee
1979-1980	10	Rosalie Randall, Chippewa
1980-1981	5	June Kobylczak, Milwaukee
1981-1982	3	Sylvia Bunyard, Madison
1982-1983	9	Anita Kapp, Appleton
1983-1984	1	Gretta Fitzsimmons, Okauchee
1985-1986	8	Jermaine Engel, Shawano
1986-1987	3	LaVon Schurman, Bagley
1987-1988	10	Helen Gibson, Eau Claire
1988-1989	7	Alecea Beckley, Onalaska
1990-1991	4	Caroline Neassen, Franklin
1991-1992	6	Shirley Reinhardt, Fond du Lac
1992-1993	2	Violet Feldmann, Plymouth
1993-1994	3	Lucille Kingston, Madison
1995-1996	3	Virginia Faust, Cross Plains
1998-1999	11	Janiece Fischer, Tomahawk
2004-2005	7	Andrea Page, West Salem
2005-2006	9	Bernadine Baer, Green Bay
2007-2008	3	Rose Wenger, Monroe
2009-2010	12	Gayle Janson, Grantsburg
2016-2017	12	Laurel DuBois, Balsam Lake

2026 - 2027 WISCONSIN AMERICAN LEGION OFFICERS

Title	Name	Email	Phone
COMMANDER	Steven Kohnke	chiefkohnke@gmail.com	414-639-4192
VICE COMMANDERS			
	Chet Faith	chetfaith@hotmail.com	860-941-0186
	Scott Markle	semarkle@charter.net	218-269-4675
	Candace Rothering	rothering.candace@yahoo.com	262-676-9568
	Deb Thomas	thomasdeborah07@gmail.com	909-342-4028
DEPARTMENT CHAPLAIN			
	Daniel Workenaour	dmworken@gmail.com	414-412-1876
JUDGE ADVOCATE	David Bretl	dbretl@public-administration.com	414-350-3328
HISTORIAN	Morris Sadicario	morris.sadicario@gmail.com	608-332-8215
SERGEANTS-AT-ARMS			
	John Argust	patchman1957@yahoo.com	262-358-5557
	Aimee Korger	pinkhappyturtle@gmail.com	715-456-7947
ADJUTANT	Julie Muhle	julie.muhle@wilegion.org	608-745-0335
SERVICE OFFICER	James Fialkowski	james.fialkowski@va.gov	414-902-5722
NATIONAL EXECUTIVE COMMITTEEMAN			
	Karl Stuvengen	orfywi@gmail.com	608-295-5959
ALTERNATE NATIONAL EXECUTIVE COMMITTEEMAN			
	Nathan Bond	nmorganbond@gmail.com	262-215-3481
CAMP AMERICAN LEGION			
	Jim Klement	caldirector@wilegion.org	715-277-2510

2026 - 2027 AMERICAN LEGION DISTRICT COMMANDERS

DISTRICT 1	Thomas Visintainer, Sr.	tvisintainersr@gmail.com	262-620-5646
DISTRICT 2	Joe Leone	collectorofwine@yahoo.com	414-688-2023
DISTRICT 3	Scott Klassy	scottklassy@truckcountry.com	608-444-3382
DISTRICT 4	Andrew Minch	aminch7535@gmail.com	414-704-2321
DISTRICT 6	Kenneth Flock	kenflock61@gmail.com	920-420-0605
DISTRICT 7	Benjamin Vanhorn	benjamin.vanhorn19@gmail.com	608-797-6402
DISTRICT 8	Penny Peeters	pennyjoren62@gmail.com	920-445-6069
DISTRICT 9	Terry Quatsoe	tjquatsoe@gmail.com	920-438-9628
DISTRICT 10	Felicia Decker	fmdeckerlives2@gmail.com	608-418-0416
DISTRICT 11	Robert Smith	brotherrbsmith@gmail.com	715-360-2390
DISTRICT 12	Joe Roberts	joeroberts2359@gmail.com	715-410-6514

2026 - 2027 SONS OF THE AMERICAN LEGION

Title	Name	Email	Phone
COMMANDER	Jeremy Mason	commander@wisal.org	920-507-3341
VICE COMMANDERS			
	Terry Barrington (Dists 2, 3, 4)	tbarrington38@gmail.com	414-607-2751
	Steve DuBois (Dists 10, 11, 12)	sdubois188@aol.com	715-544-0666
	Shawn McCrary (Dists 1 & 6)	mccrary1967@gmail.com	720-569-9809
	Robert Seide (Dists 7, 8, 9)	chicagofan99@gmail.com	715-853-5901
CHAPLAIN	John L'Huiller	john.lhuillier@gmail.com	414-791-0470
SERGEANT-AT-ARMS			
	Ray Dzieciol	jackjillpost56@gmail.com	608-208-8827
	Rick Helms	rickhelms74@gmail.com	920-379-3611
NEC	Christopher Sherman	shermhunter@gmail.com	262-352-6902
ALT NEC	Mike Pook	mikepook@yahoo.com	414-467-6544
ADJUTANT	David Faust	adjutant@wisal.org	608-334-6747
ASSISTANT ADJUTANT			
	Allen Watry	awatry@mindspring.com	920-224-3276
JUDGE ADVOCATE			
	Christopher Dannenmann	wisalvdc@gmail.com	414-550-0022
HISTORIAN	Mike Pook	mikepook@yahoo.com	414-467-6544

2025-2027 AMERICAN LEGION RIDERS ASSOCIATION

Title	Name	Email	Phone
DIRECTOR	Corey Doehrmann	alrawi.director@gmail.com	262-305-0305
ASSISTANT DIRECTOR	Todd Nofsinger	noffyhdrg@gmail.com	608-343-8188
SECRETARY	Glenn Pietschmann	alrawisc@gmail.com	262-441-1692
TREASURER	Chris Pytlik	cpytlik@wi.rr.com	262-689-9329
CHAPLAIN	Dan Workenaour	dmworken@gmail.com	414-412-1876
HISTORIAN	Paul Heit	paul.heit@att.net	920-757-1118
SGT AT ARMS	Bill Fitters	williamfitters@gmail.com	608-669-0644
	Gregg Helgeson	wibigguy@yahoo.com	262-424-2192
	Joe Rice	leftie.joer@gmail.com	414-305-4369
	Scott Scheife	scott@scottnsue.com	414-801-2365
ROAD CAPTAINS	David Havlik	havlikda@gmail.com	608-604-0564
	Gary Hess	alra.district.7.director@gmail.com	608-317-3015
	Eric Johnson	ej-taz@msn.com	715-309-3783
	Kevin Roewer	pyroblast91@yahoo.com	262-853-9242
	Scott Roffers	sroffers@hotmail.com	262-384-0106
STATE JUDGE ADVOCATE	Ken Rynes	ken.rynes@gmail.com	608-604-0345

WISCONSIN AMERICAN LEGION AUXILIARY
2026-2027 RED BOOK DIRECTORY

Arndt, Kay (PDP)
205 S Kerch St., Brooklyn WI 53521
608-622-9383

Bahr, Monica (Trempealeau County President)
715-563-0513 • monicabahr52@gmail.com

Bartell, Linda (5th District President)
4561 S. Clearwater Pl., New Berlin WI 53151
414-899-7479 • bartelll@sbcglobal.net

Bastian, Penny (Rock County President)
1812 Pershing Place, Janesville WI 53546
608-295-8100 • joepenb@yahoo.com

Bell, Barbara (11th District Membership Chrm)
67900 Poor Farm Road, Highbridge WI 54846
715-274-6354 • 48babz@gmail.com

Bell, Willow (11th District Membership Chrm)
67900 Poor Farm Road, Highbridge WI 54846
715-292-3835 • willowmae0976@gmail.com

Belongia, Denise (Rep-King)

Bender, Frances (8th District Membership Chrm)
1839 Kimberly Road, Kronenwetter WI 54455
715-359-8469 • csmrb@charter.net

Bentley, Alice (Deputy – King)
231 Countryside Ct Unit B, Waupaca WI 54981
715-256-1875 • alicekbentley@att.net

Blom, Diana (PDP)

Blom, Lisa (Bowling committee)
1520 Porter Avenue, Oshkosh WI 54902
920-410-4425 • rathrbfishn2@aol.com

Bohman, Amy (ALABGS Committee)
2069 Bridgeport Court #5, De Pere WI 54115
920-740-5949 • amychristina.bohman@gmail.com

Bohnsack, Reta (PDP)
1010 East Spring St. #118, Cookeville TN 38501
414-881-2661 • jzwieg08@gmail.com

Bouhl, Joyce (PDP)
c/o Renae Allen
PO Box 533, Darien WI 53114

Brunette, Julie (Oconto County President)
2688 Trophy Ct., Abrams WI 54101
920-373-3653 • jbrunette131@gmail.com

Brunkow, Kathleen (Eau Claire County President)
4526 Woodford Court #3, Eau Claire WI 54703
715-271-0714 • kathybrunkow119@gmail.com

Brunner, Ann (Door/Kewaunee Cty President)
N2420 Lakeshore Road, Kewaunee WI 54216
920-388-0217 • coolflyer56@yahoo.com

Burbach, Sharon (Jefferson County President)

Calteux, Laura (Distinguished Guest Chrm/PDP)
7012 W Squire Avenue , Greenfield WI 53220
414-379-2943 • lauracalteux@yahoo.com

Churchill, Shannon (Bowling Vice Chrm)
149 Paoli Street, Verona WI 53593
608-445-0134 • churchillsr75@gmail.com

Chwala, Joan (PDP)
W13567 County Road M, Gilman WI 54433
715-668-5661 • jvchwala@gmail.com

Conradt, Jeannine (PDP)
110 E North Water St., New London WI 54961
920-359-0860 • jlconradt2901@gmail.com

Coppock, Linda (PPP Chrm/Bowling Cmte/ Leadership Cmte /PDP)
N3894 Loss Road, Weyauwega WI 54983
920-851-5811 • lindacoppock@sbcglobal.net

Crandall, Mary Ellen (Rep–Union Grove)
N16W26547 Wild Oats Dr., Bldg 27, Unit B, Pewaukee WI 53072
262-894-5420 • dabs1951@yahoo.com

Curzi, Sherri (1st District President)
303 Church Street, Clinton WI 53525
262-215-9053 • scurzi01@outlook.com

Daniels, Patricia (Deputy-King)
E1631 Rural Road, Waupaca WI 54981
715-258-8732 (h) • pddaniels24@hotmail.com

Dickerson, Joanie (ALABGS Exec Dir/Finance VP/ Standing Rules Chrm/PDP)
P.O. Box 224, Bagley WI 53801
920-312-7792 (h) • 608-412-0658 (c)
bgs.exec.director@gmail.com

Dombeck, Bernice (Crawford County President)
33863 Little Bush Ln., Prairie du Chien WI 53821
608-875-5857 • dombeckbernice6@gmail.com

Dorniak, Bonnie (Exec Secretary-Treasurer)
PO Box 140, Portage WI 53901
608-745-0124 x 111 • deptsec@amlegionauxwi.org

Drager, Shelley (3rd District President)
102 Bridge Street, Mazomanie WI 53560
608-459-0129 • mariahls45@hotmail.com

Duscheck, Diane (Finance Chrm/Natl ALA Fdn/PDP/PNP)
5064 N Elkhart Ave., Whitefish Bay WI 53217
414-967-9116 • ddianeddiane@gmail.com

Ehleiter, Pat (4th District President)
4340 N. Green Bay Road, Racine WI 53404
262-321-9105 • pateaux@yahoo.com

Elmhorst, Jesse (7th District President)
W4462 Sand Road, Neillsville WI 54456
715-937-8246 • jesseelmhorstwi@gmail.com

Endres, Joyce (PDP)
1147 Fleetwood Avenue, Madison WI 53716
608-772-1763 • ljendres@charter.net

Farley, Deanna (Marinette Cty President)
W14870 Kimball Lane, Silver Cliff WI 54104
920-810-2664 • farleyofsc@gmail.com

Fawcett, Mary (Deputy – Tomah)
701 Kavanaugh Street, Elroy WI 53929
608-547-3266 • mardiandsadie@gmail.com

Fredericks, Bethany (ALABGS Vice Chrm)
608-469-2875 • alabgs.vicechairman@gmail.com

Frye, Sheila (Representative– Madison)
7725 Radcliffe Drive Apt C, Madison WI 53719
608-577-0152 • sheila.frye73@gmail.com

Geiger, Maggie (NEC/Homeless Women Veterans Grant-Chrm/Ozaukee Cty President/PDP)
155 Green Bay Road, Cedarburg WI 53012
262-377-0329 • maggieg4ala@gmail.com

Genovesi King, Natalia (National Security Chrm)
414-839-0454 • kinggenovesi@gmail.com

Grom, Kathleen (Dept Sgt at Arms)
8151 S Waring Drive, Oak Creek WI 53154
414-331-0302 • kathy.grom@gmail.com

Grosskopf, Kay (8th District President)
5909 Grandview Road, Larsen WI 54947
715-881-1843 • alawidist8@gmail.com

Hanks, Katie (12th District Membership Chrm)
602-799-1551 • wialad12membership@yahoo.com

Hembrook, Sue (Poppy Shop Sprvr/Dir. of Hosp Vols/Alt NEC/Legislative Chrm/Camp Liaison)
24215 60th Street, Salem WI 53168
262-945-9791 • genesuehem@wi.rr.com

Hill, Yvonne (Barron County President)

Hoffmann, Charlotte (PDP)
3770 Emerald Drive E #210, Onalaska WI 54650
608-615-4721

Hyma, Julianne (Jr. Activities Vice Chrm)
1533 Admiral Road, Blk River Falls WI 54615
715-896-7516 • ala.julianne@gmail.com

Isensee, Teresa (Parliamentarian/Office Policy cmte/ALA in the Know Vice Chrm/Chippewa Cty President/PDP)
P.O. Box 145, Boyd WI 54726
715-577-5259 • tisensee2173@gmail.com

Jakubczyk, Bonnie (4th District Mbr Chrm/Rep-Zablocki/Poppy Shop Assistant/Fundraising Asstant/PDP
7441 S. Logan Ave., Oak Creek WI 53154
414-531-7890 • bon6862@yahoo.com

James, LuAnn (9th Dist. Membership Chrm)
208 Foote Street, Seymour WI 54165
920-228-0678 • luannjames.ala@gmail.com

Jensen, Donna (Dept Chaplain/Americanism Co-Chrm/Milwaukee County President)
6936 N 86th Street, Milwaukee WI 53224
414-303-6186 • djensen20@gmail.com

Johanning, Kim (Shawano County President)

Johnsen, Christine (2nd Vice President/Jr Activities Chrm/Membership Committee)
159991 Granite Road, Wausau WI 54403
715-203-2015 • cmj102@aol.com

Jones, Peggy (Iowa County President)
412 Oak Park Drive, Barneveld WI 53507
608-574-6703 • jonespeggy122@gmail.com

Kaebisch, Sandra (Dep-Zablocki)

Kapusta, Janalee (7th District membership)
715-937-0063 • janaleekapusta@gmail.com

Keyzers, Sue (Education Chairman)
1025 N. Main Street, Seymour WI 54165
920-246-9044 • suekeyzers.ala@gmail.com

Kiesling, Char (PDP)
868 Tumblebrook Rd., Neenah WI 54956
920-428-5655 • char.kiesling@gmail.com

Kodl, Virginia (Ofc Policy cmte/PCDNVP/PDP)
N15109 Fisher Avenue, Thorp WI 54771
715-669-5432 • kodlvirg@yahoo.com

Kohler, Mary (Walworth County President)
262-949-8950

Kollmorgen, April (Membership Committee)
2042 91st Avenue SW, Olympia WA 98512
360-362-2803 • aekollmorgen@icloud.com

Kranig, Diane (PDP)
2908 Algoma Street, Stevens Point WI 54481
715-252-9239 • dianeqltr@hotmail.com

Kruschke, Cheryl (Sheboygan County President)
4213 Moenning Road, Sheboygan WI 53081
303-621-4752 • crkruschke@aol.com

Laitsch Luebke, Victoria (Waukesha Cty Pres)
508 S Rochester St., Unit F, Mukwonago WI 53149
victorial@wi.rr.com

Larson, Margaret (Pierce County President)
103 N 9th Street, River Falls WI 54022
715-410-7936 • maggiedoit@hotmail.com

Leahy, Jenny (ALABGS Assistant Exec Director)
820 Eureka Street, Ripon WI 54971
920-979-3213 • bgs.asst.director@gmail.com

Lefky, Linda (6th District Membership Chrm)
PO Box 981, Manitowoc WI 54221
920-374-1189 • ljlefky@gmail.com

LeMere, Rhiana (10th District Membership Chrm)
4900 Olson Drive Trlr 29, Eau Claire WI 54703
715-514-9979 • squishyr1@gmail.com

Lind, Dawn (Deputy – King)
N2710 Lind Lane, Waupaca WI 54981
920-538-3102

Luft, Amy (Department President)
1955 Comanche Court, Grafton WI 53024
414-651-7300 • amyjluft@gmail.com

Mack, Sandra (Dept Historian/ALAitK Chrm)
1204 Wisconsin Street, Adell WI 53001
262-388-9816 • smack0555@gmail.com

McDaniel, Barbara (12th District President)
PO Box 151, Hawthorne WI 54842
360-551-6059 • skcbemcdan@msn.com

McNurlin, Cheryl (Richland County President)
30566 Wheat Hollow Rd., Cazenovia WI 53924
608-604-4871 • cjmcnur@gmail.com

Miller, Lauren (ALABGS Committee)
6516 Spring Hill Dr., Mt. Pleasant WI 53406
262-989-0036 • hurricanelauren11@gmail.com

Moegenburg, Toni (Bowling committee)
1036 Falls Road, Grafton WI 53024

Muellenbach, Mary (Calumet Couty President)
PO Box 135, Stockbridge WI 53088
920-429-1195 • mmhoerth@hotmail.com

Mueller, Becky (Community Service Chrm/PDP)
N7737 Miller Rd, Black Creek WI 54106
920-464-0320 • clarenceandbecky@aol.com

Mueller, Mary (Buffalo-Pepin Cty President)
620 Diamond Lane, Rice Lake WI 54868
608-797-0588 • pete.mary.mueller@gmail.com

Obermueller, Elsie (St. Croix County President)
715-772-3118 • eobermueller@yahoo.com

Olson, Kathy (2nd District President)
N3180 County Road A, Columbus WI 53925
920-348-8062 • kmolson62@yahoo.com

Pagel-Rast, SuAnn (ALABGS Committee)
715-572-4733 • alabgs.tech.71@gmail.com

Petranovich, Christina (Sr. Vice President)
W9020 Hixwood Road, Thorp WI 54771
715-512-0628 • christina.petranovich@yahoo.com

Petrie, Mary (Children & Youth Chairman)
808 E. Cady St., Watertown WI 53094
920-285-3223 • mmrtpetrie@charter.net

Porter, Deb (Deputy-Zablocki)
414-418-3767 • dmullins7@sbcglobal.net

Pulvermacher – Ryan, Jan (PNP/PDP)
5400 Blue Bill Park Drive, Madison WI 53704

Randen, Nancy (Rep - Chippewa Falls)
3811 Boardwalk Street #3, Eau Claire WI 54701
715-836-8366 • naranden@hotmail.com

Rhode-Hillman, Beverly (Bowling Cmte/Dep-Union Grove/ Christmas Gift Shop Assistant)
117 Mercury Court, Mukwonago WI 53149
262-527-1457 • bar62155@yahoo.com

Riekkoff, Jeanette (PDP)
11515 W Cleveland Avenue Apt C245,
West Allis WI 53227

Rose, Tricia (Finance Committee member)
125 Brix Street, Clintonville WI 54929
triciarose@alumni.nmu.edu

Rottman, Olivia (Grant County President)
507-298-1346 • rottmano@outlook.com

Rowley, Jackie (Leadership Cmte/Clark Cty Pres)
405 E Elm Drive, Loyal WI 54446
715-937-4029 • poppejackie@gmail.com

Rudey, Dawn (Fundraising Chairman)
415 Larabee Street, Horicon WI 53032
920-382-9644 • dawnrudey@yahoo.com

Schindler, Theresa (ALABGS committee)
W10241 Bitner Avenue, Owen WI 54460
715-316-1763 • tschindler2049@gmail.com

Schmidt, Noreen (Dep-Madison/Dane Cty Pres)
716 Jefferson Court, DeForest WI 53532
608-846-9331 • nabdrs459@gmail.com

Schoonover, Margie (Bowling cmte)
262-389-9238 • margschoonover@yahoo.com

Schult, Bonnie (Marathon County President)
bonniejean83@gmail.com

Seering, Eunice (Dodge County President)
630 N Main Street, Mayville WI 53050
920-382-5776 • eunice.seering@gmail.com

Shady, Meghan (Winnebago County President)
1418 Powers Street, Oshkosh WI 54901
920-573-3419 • mhelms.417@gmail.com

Shappell, Bob (Leadership Chairman)
4520 Pioneer Road, Cedarburg WI 53012
414-899-4067 • bobshap@aol.com

Shaw, Crystal (Assistant-Dayton)
262-672-8205 • crystalspres@gmail.com

Shellman, Loretta (PNH/PDP)

Sigmund, Barbara (Columbia County President)
826 Church Street, Wisconsin Dells WI 53965

Simon, Bonnie (Outagamie County President)
N4628 County Road Pp, Black Creek WI 54106
920-450-3236 • bjs3323@gmail.com

Sirovina, Diana (Nat'l AEF Chrm/C&B Chrm/ Ofc Policy Chrm./Christmas Gift Shop Chrm/PDP)
9428 W Eden Place, Milwaukee WI 53228
414-881-9581 • dsirovina@icloud.com

Smith, Patricia (PDP)
800 West Ave. N Lot112, West Salem WI 54669
608-399-9563 • pms112ws@gmail.com

Stein, Helene (Rep-Tomah)
30752 Exodus Avenue, Warrens WI 54666
608-343-3008 • stitchkeeper@hotmail.com

Steinert, Diane (6th District President)
2850 Homestead Dr., Oshkosh WI 54904
920-573-1846 • djdmsteinert@gmail.com

Steinke, Teresa (10th Dist. President/Serv to Veterans Chrm/ Dep-Chippewa Falls)
141 Rolling Hills Drive, Augusta WI 54722
715-828-7462 • teresa.steinke_cmx@yahoo.com

Stephens, Pamela (PJ) (VA&R Chrm)
847-708-4533 • pj_deptauxwi@yahoo.com

Stone, Betty (Membership Chairman)
W5684 Main Street, Sheldon WI 54766
608-738-9542 • bstone.wiala@gmail.com

Syftestad, Jenni (Bowling Chrm/Tourn Mgr)
205 Thompson Street, Verona WI 53593
608-577-1857 • syftes@chorus.net

Taylor, Karen (Associate Deputy – Minneapolis)

Thompson, Danyelle (ALABGS Chairman)
2560 New Town Dr. #120, Sun Prairie WI 53590
920-379-6489 • alabgs.chairman@gmail.com

Tompkins, Tracy (1st District Membership)
408 Spring Street, Mukwonago WI 53149
262-825-2754 • tl_tompkins@icloud.com

Townsend, Mary (Membership Committee)
1887 21st Avenue, Rice Lake WI 54868
715-931-9236 • getmet77@hotmail.com

Van Boxtel, Barbara (Assoc. Dep.-Oscar G. Johnson)
N11876 Betts Lane, Silver Cliff WI 54104
920-676-2259 • bvoneida3@gmail.com

Van Swol, Laura (Washington County President)
5335 Apache Trail, Hartford WI 53027
262-498-5970 • lauraala483@yahoo.com

Vargas, Julie (Waushara County President)
920-765-9643 • vargie95@gmail.com

Vorwald, Sue (PDP)
576 Fairhome Road, Roberts WI 54023
715-222-9343 • suevorwald@gmail.com

Wakeman, Kristy (PR Chairman)
450 Union Street, Rio WI 53960
920-992-5561 (h) • 920-210-2356 (c)
kareuter19@gmail.com

Wasley, Florence (PDP)
415 W. Chapel Street, Dodgeville WI 53533
608-935-3527 • bwasley@draschools.org

Weggen, Diane (PDP)
715-644-2668 • dsweggen@gmail.com

Welsh, Nicole (3rd Dist membership chairman)
608-225-9325

Wender, Anna (Assoc. Rep – Oscar G Johnson)
W13214 County Road C, Silver Cliff, WI 54104
715-923-1353 • annhummingbird@gmail.com

Westpfahl, Patti (Poppy chairman)
W2065 Northwest Road, Green Lake WI 54941
920-263-8003 • pjw1975@ymail.com

Williams, Jan (Dept Sgt-at-Arms)
112 E 1st Street, Cambria WI 53923
920-348-5048 • nurseonawing@gmail.com

Williams, Jeanne (Assoc. Rep – Minneapolis)
552 Fairhome Road., Roberts WI 54023
612-532-7248 • 1108aa@msn.com

Wingers, Joyce (5th District Membership Chairman)
262-251-5370

Wolfinger, Lisa (9th District Membership Chairman)
407 Whitney Street, Kaukauna WI 54130
920-766-7911 • lisawolfinger86@gmail.com

Woolf, Delores (Americanism Chrm/ALABGS cmte)
390 South Court Street, Platteville WI 53818
608-348-7403 • deloreswoolf@gmail.com

UNIT ORGANIZATION GUIDELINES

INCORPORATION

Under the Wisconsin Statutes, 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. Units can check incorporation status by going to www.dfi.wi.gov, selecting Business Services, then Business Entity Search and entering their unit name.

CONSTITUTION AND BYLAWS

Each unit must comply with National and Department Constitution and Bylaws. The unit shall draft its own Bylaws covering rules pertinent to local situations.

The annual review and adoption of Bylaws should be a standard practice of every unit. Units shall submit a copy of their Bylaws to Department Headquarters after each update for compliance review. Units may contact the Department Constitution and Bylaws Chair for further direction or assistance with specific situations.

All unit members should be familiar with the unit's Bylaws and Article VII of the Department Bylaws, which addresses 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 (Poppy) 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 conflict with the foregoing authority shall be void.

STANDING RULES

Each American Legion Auxiliary 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. Determine if the unit will pay for members to attend ALA In The Know Conferences. It would be wise to establish a policy regarding reports that the delegates would be required to give after attending each event.

Donations

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

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

Twenty percent (20%) of poppy profits are required to be sent to Auxiliary Department Headquarters. If poppy distributions are held jointly with The American Legion Post, divide the net profits after 20% of the total donations are sent to Auxiliary Department Headquarters.

Unit Chairmen

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

Miscellaneous

Past Presidents pin or gift to outgoing Unit President.
Colors (flags) to Department Convention, funerals and other occasions.
Memorial gifts and sunshine gifts.

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 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 or accessed from the department website.

1. Ensure all officers and committee appointees are members in good standing before installation and ratification (current year's dues must be paid).
2. Submit a Unit Officers Form listing correct addresses and telephone numbers to Department Headquarters every year.
3. Ensure unit bylaws comply with the national and department organization's bylaws.
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. Department Red Book.
3. A current copy of the Department Constitution, Bylaws and Standing Rules (included in the Department Red Book).
4. A current copy of the unit's Constitution & Bylaws and Standing Rules.
5. National *Unit Guide Book* ordered from Emblem Sales catalog, 1-888-453-4466 or www.emblem.legion.org, or downloaded from national website (www.ALAforVeterans.org).
6. A copy of each issue of the *Wisconsin* and national *Auxiliary* magazine.
7. A copy of *Parliamentary Points* and the current edition of *Roberts Rules of Order Newly Revised*.

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

1. Unit Directory (a booklet or pamphlet containing names of unit members, committees, rules and regulations, officers and past officers).
2. Junior Activities Handbook: available on National ALA website (www.ALAforVeterans.org).
3. American Legion Auxiliary program brochures.
4. *Indivisible – The Story of Our Flag* bookazine available from Emblem Sales catalog, 1-888-453-4466 or www.emblem.legion.org
5. From The American Legion Department Headquarters: Americanism Program/Scholarship Poster and brochure of County Youth Government Day.

Information should be shared at every unit meeting with special emphasis on upcoming projects or programs. These periodic updates 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. Programs involving school or community cooperation should be started early in the year.

Enthusiasm + planning + work + FUN = success and satisfaction. Orderly meetings and well organized programs that appeal to all ages will keep members engaged. Growth is essential so 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. Send the members a notice of each meeting and take care of the general correspondence of the organization.
2. Keep a written record of all the meetings of the unit (minutes).
3. Make minutes and records available to members upon request.
4. Keep an official membership roll and call the roll when it is required.
5. Keep all committee reports on file.
6. 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.
7. 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.
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 Members' Dues Payment 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 filed for the life of the unit. Minutes should contain only a record of what was accomplished at the meeting and should never reflect 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 reported.
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 time 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 submit payments to department in a timely manner. This includes the department and national portions of dues and any donations the unit approves from the suggested donation forms. Checks must be received by department within 90 days of date issued. 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 Identification 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. Do not mail cash.
2. Checks should be payable to ALA-Wisconsin unless designated to ALA-M. Louise Wilson Educational Loan Fund, ALA-Past Presidents Parley, ALA Badger Girls State, or WALA-State Bowling Association.
3. Checks should be mailed to ALA-Wisconsin, PO Box 140, Portage, WI 53901.
4. Checks cannot be accepted 90 days beyond the date of issue.
5. Enclose one check for each Members' Dues Payment Form.
6. Enclose one check for all donations and supplies. Include appropriate donation or supply form with payment for accurate processing.
7. Department will charge a $25.00 administrative fee for checks returned by the bank.

Members' Dues Payment Forms

Members' Dues Payment forms 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 in the August Unit Mailing 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 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 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 Members' Dues Payment forms, member benefits sheets, new member and PUFL applications, and member change forms. 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. Certificates of Enrollment and Certificates of Membership for Junior Members are available on the department website.

Unit Bonding (Mandatory)

Per National Bylaws, 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. **This fee is mandatory.** The current cost is $17.50 from May 1, 2025 through April 30, 2028. Unit Treasurers should contact department headquarters if they are unsure if 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 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.

If a unit needs to file a bonding claim, notify department headquarters immediately. The bonding company must receive the completed Proof of Loss form within four months of the discovery of the loss.

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.

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. 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, under Program Info > Finance. ALA units whose tax exempt status has been revoked by the IRS for failing to file the annual IRS Form 990 do not qualify for sales tax exemption.

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's Group Exemption unless its tax exempt status has been revoked or the D/CC has obtained its own tax-exempt status with the IRS. Units and D/CCs must annually report income to the federal government. 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. The current IRS reinstatement fee is $600.

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. 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 file IRS Form 990N e-Postcard on its behalf. Units and D/CCs must file IRS Form 990EZ or Form 990 when their annual gross receipts are greater than $50,000. 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 or D/CC must file the appropriate annual federal, state and local taxes 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 American Legion 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-profit 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.

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.

Women Eligible through Their Own Service: A woman who has proof of 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 to honor her service unless she joins The American Legion.

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.

Membership Applications: 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. Joining online requires an affidavit of eligibility and 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).

***NEW! Membership Eligibility Verification*:** Per action taken by the ALA National Executive Committee, membership eligibility through the service of a living veteran may be established by presentation of a current American Legion membership card.

Membership eligibility through the service of a deceased veteran may be established by certification of the deceased veteran's proof of military service by the Post Adjutant, other Post Officer, *the Unit Secretary, or other Unit Officer*. The unit may request to review a copy of the veteran's proof of military service but copies of the service record or honorable discharge should not be retained in the unit's files nor sent to department headquarters. The deceased veteran's name must be shown on the application blank in the space provided.

While the DD-214 is the most common military document used to verify a service member's military records, additional official military documents are acceptable: official military orders, official military service citations/awards, letters on official government letterhead related to the veteran's military service, certification from the US Department of Veterans Affairs, or data from older discharge papers.

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, 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. DD-214 discharge papers may be requested online at www.archives.gov.

Application Forms

Complete the application in its entirety, indicating if eligibility is through a deceased veteran family member, Legionnaire, or a female veteran's own military service. All application forms and Members' Dues Payment forms should be printed legibly in ink or typewritten and application must be signed in ink.

Applicants are required to sign their own application blanks, except in the case of junior members for whom a legal parent or guardian must sign. 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. If living, the veteran's Legion ID#, post number, and post location of where they belong must also be provided.
5. be signed by a Legion Post Officer or *Auxiliary Unit Officer* after verifying eligibility.

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 or has been dropped from membership, the member must either pay back-dues or the unit must verify eligibility still stands and submit the member's dues on a Members Dues Payment 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 must verify eligibility still stands, complete a Member Change Form checking the "rejoin" box, and submit it to department headquarters with the member's dues and a Members' Dues Payment Form.

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 unless they paid their membership dues to the new unit.

An officer of the new unit should complete the transfer information on a Member Change 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 on a Dues Payment form with the Member Change Form.

Membership Dues
Units must submit the department and national portions of dues for each senior or junior member to department with a Members' Dues Payment Form for the current membership year.

Members' Dues Payment Forms
Membership is paid for the calendar year (January through December). Members' Dues Payment forms 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 payment form. Payment 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 Members' Dues Payment form. A member cannot be processed if the application is missing or incomplete.

Back Payment of Dues
Submit the applicable Members' Dues Payment Formswith the member's ID number and name. On the front, indicate what year the member is paying for. Each year must be paid on a separate form.

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 Change Form to department headquarters to correct any errors.

Leadership Assistance
If a unit has difficulty getting current members to attend meetings or finding members to serve as unit officers, they are encouraged to contact the Department Leadership Chair for assistance.

What does membership entitle you to?
1. A membership card and a copy of the unit's bylaws.
2. The privilege to: attend meetings, conferences, conventions, seminars and classes; vote on unit business; provide valuable volunteer service with other members of a patriotic service organization dedicated to veterans, the military and their families; and represent the unit as a delegate or alternate at department convention if elected at a unit meeting called for that purpose.
3. Various discounts for eyewear, hearing aids, etc. with proof of membership. See the member benefits sheet on the department or national websites for details.
4. Eligibility for emergency assistance through the Auxiliary Emergency Fund (AEF) after three years of continuous membership.
5. Eligibility to receive scholarships and interest-free loans to pursue higher education through the Education/M. Louise Wilson Educational Loan Fund.
6. The *Wisconsin*, the Department's bimonthly newspaper, which is included with The American Legion's *Badger Legionnaire* publication.
7. The national *Auxiliary* magazine subscription and other publications.
8. The opportunity to proudly wear the ALA emblem or membership pin. Pins may be purchased from Emblem Sales.

There are opportunities for each member of a veteran's family to get involved through 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 or on the department and national websites. PUFL members may transfer from unit to unit.

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 to verify membership status and provide other unit information. Make checks payable to the National Treasurer in the appropriate amount and send the check and application to national headquarters.

Honorary Life Membership (HLM) – paid by Unit
Units may give Honorary Life Membership to members who have met the criteria established by the unit. 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 office 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 Engagement Plan.

USE OF ALA NAME, EMBLEM AND BRAND MARK

Units, counties and districts may be authorized by the national organization to use the name, emblem and brand marks of the American Legion Auxiliary. Written permission is required to use the emblem or brand mark on any printed products that are not purchased through Legion Emblem Sales to ensure compliance with legal requirements.

Request forms are available on the department website under Forms. Requests for approval must include a description of the product (with picture, if available), quantity to be ordered, name of the vendor/manufacturer, and vendor's contact information. 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. Any time an item is reordered, permission must be requested again. (Last year's permission does not apply to this year's project!) This applies to all programs.

GRAVE MARKERS

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 the national organization 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.

DEPARTMENT PROGRAM INFORMATION

UNIT YEAR-END REPORTING

AMERICAN LEGION AUXILIARY PROGRAMS MAKE A DIFFERENCE! The success of all Auxiliary programs depends upon our unit chairmen and members. Unit Impact and Program Report forms 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 report forms for deadlines. Report forms are posted on the department website and may be submitted electronically.

It is important to report contributions and activities that support the efforts of our international organization so we can let the world know what the American Legion Auxiliary does. We need all members to report their service to their unit, each unit to report to their district president, and every district president to report 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 spent on these activities.

An worksheet may be downloaded from the department website to help members and units keep track of service hours throughout the year. 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 Reports to describe what you did. Stories, pictures, newspaper clippings, flyers, and other ALA mission-related activities are important and should be submitted to the appropriate department chairmen. 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 conferences is to engage and educate the American Legion Family. Every year, 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. Wi-Fi service is needed to maximize the effectiveness of the presentations. Feedback about upcoming topics and members' requests are welcomed to improve this learning experience. It is the goal of the committee to present the program in as many areas throughout the state as feasible. Units, counties and/or districts interested in hosting an ALA In The Know presentation should contact the ALA In The Know Chairman.

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 flag and loyalty to our country, and promoting Auxiliary participation in The American Legion Americanism programs.

Units should actively promote ALA Badger Girls State, the Americanism Essay Contest, Flag Day, Americanism in schools, Veterans in Community Schools, study of the U.S. Constitution, observing patriotic holidays, scouting, and history of the Pledge of Allegiance. Units are urged to participate and assist with The American Legion programs such as American Legion Baseball, American Legion Softball, 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 and Department Chairmen, and postings on the department website (www.amlegionauxwi.org) or the national website (www.ALAforVeterans.org).

AMERICAN LEGION AUXILIARY BADGER GIRLS STATE, INC.

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, the election process, and civic duty. 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 camp or 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.

Sponsorship: The ALABGS program is sponsored by the American Legion Auxiliary, Department of Wisconsin. Any branch of the Wisconsin American Legion Family (Units/Posts/Squadrons/Riders), civic organizations, service clubs, businesses, or school groups may sponsor delegates to the ALABGS session. Delegates should be encouraged to give a report to the sponsoring organization after completing the session.

Sponsorship Form: Information on ALABGS, including a sponsorship form, is mailed in the Fall to all units and widow posts. SAL squadrons or Legion Riders groups should contact ALA department headquarters if they are interested in receiving information. Any Legion Family group considering sponsorship of delegates to ALABGS should complete and return the form to Auxiliary department headquarters by the deadline with a check for the delegate fee(s) payable to ALABGS.

Fee: The ALABGS Committee sets the fee for the new ALABGS session. The fee covers all meals, lodging, use of the facilities, and essential ALABGS materials for the week-long 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 Family group. 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. Be interested in government and citizenship.
3. Have outstanding qualities of leadership, good moral character, cooperativeness, dependability, and participation in extracurricular activities.
4. Be academically eligible and recommended by their school to participate.
5. FYI: Delegates walk approximately six miles per day to various UW-Oshkosh campus buildings. Note: If an applicant has a disability, whether the handicap is temporary or permanent, she should contact the ALABGS Executive Director at bgs.exec.director@gmail.com prior to registration.

On-line Registration: Schools will receive an initial ALABGS mailing in October. Sponsored schools will receive on-line registration instructions after the 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 sponsor 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 processing fee for each delegate 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 medical form is available on the ALABGS website (www.alabgs.org). 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, alternates, parents, school faculty, and sponsors watch the online ALABGS orientation. This provides an opportunity to be better prepared and details expectations for the ALABGS session. The orientation will be posted on the ALABGS website (www.alabgs.org) and a short online quiz will verify the participant's knowledge after viewing the orientation.

Delegate Session Information: Session information for ALABGS delegates is posted on the ALABGS website (www.alabgs.org) around March 1st. Delegates should print this information, review with their families, and watch an orientation to address any questions or concerns.

AUXILIARY EMERGENCY FUND

A Brief History – The national Auxiliary Emergency Fund (AEF) initially came from an estate inherited from ALA member, Mrs. Helen Colby Small of Burlington, Wisconsin. By action at the 1971 national convention in Houston, Texas, the proceeds from the bequest were designated to fund this program. Members and units are encouraged to continue helping other members in need by submitting donations to maintain this fund. Poppy funds cannot be used to support AEF. Donations cannot be designated to specific individuals or areas.

AEF provides two types of grants with a maximum award of $3,000. Eligible applicants must have maintained current and continuous ALA membership for three consecutive years (current and immediate past two years) at the time of applying. Junior members are not eligible to apply. Applications are submitted online to the national grant committee to maintain confidentiality and expedite processing. See grant applications on the department or national websites for complete details.

Hardship Assistance: For temporary assistance during a financial crisis when no other source of aid is readily available to pay for shelter, basic household utilities, and/or for loss of income. Assistance will not be granted to pay medical expenses, credit card debt, or other expenses not related to shelter or utilities.

Disaster Assistance: For members in areas devastated by natural disaster. Applicants must have received damage to or been displaced from their primary residence, experienced basic out-of-pocket emergency expenses as a result of the disaster, or had a loss of employment income due to the disaster. Application must be received within three months of disaster, including photos, itemized receipts for essential emergency expenses incurred during initial three weeks of disaster, repair estimates, and/or FEMA/insurance documents.

Further information is available through the unit mailings, the *Wisconsin* publication, the district and department chairmen, 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 veterans 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 or 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. Nominations must be submitted directly to the national organization using the online form on the department and national websites.

Units are encouraged to financially support the Veterans & Family Assistance Fund as donations can be 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 and department chairmen, and postings through the department website (www.amlegionauxwi.org) or the national website (www.ALAforVeterans.org).

CHILD WELL-BEING FOUNDATION

The purpose of the Liaison to Child Well-Being Foundation is to educate members and the general public about the Child Well-Being Foundation and its mission, and to provide financial assistance to The American Legion.

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 and need help to overcome their obstacles. The American Legion Child Well-Being Foundation grants funding to nonprofit organizations for projects that contribute to the physical, mental, emotional and spiritual welfare of children and to aid research programs and activities that benefit the welfare of children and 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 promote the American Legion Auxiliary's commitment to making our communities better places to live by supporting local service projects.

A major outreach program of the Auxiliary since 1926, Community Service also demonstrates our longstanding commitment to supporting the work of American Legion posts and other organizations in providing assistance with blood drives, first aid and CPR training, child safety programs, support for women in shelters, and disaster and emergency preparedness programs.

Further information is available through the unit mailings, the *Wisconsin* publication, the district and department chairmen, 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, especially military children, and adults through classroom activities, literacy programs, scholarship promotion, education beyond high school, and to assist female members of the American Legion Auxiliary through the M. Louise Wilson Educational Loan Fund. The Education program includes focused attention on educational and scholarship opportunities for military children, whether their parents 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 on the department website (www.amlegionauxwi.org).
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. Applicants must:
   a. Be a child, grandchild, great-grandchild, step-child, step-grandchild, step-great-grandchild, spouse or widow of an honorably discharged American veteran, regardless of when the veteran served.
   b. Be a resident of Wisconsin. An applicant who is a current member of the Wisconsin American Legion Family does not need to reside in Wisconsin.
   c. Need financial assistance to continue their education.
   d. Have at least a 3.5 GPA on a 4.0 grade base.
2. School selected need not be in Wisconsin but must be an accredited school.
3. Judges reserve the right to determine the type of scholarship awarded. Judges' decisions are 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 a unit officer of a sponsoring American Legion Auxiliary unit. 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
   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 the first two semesters. 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 parent 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 parent 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 grad students only)
The H. S. & Angeline Lewis Scholarship Fund was established by the Wisconsin American Legion Auxiliary in July 1980 by convention action, thanks to the generosity of one of our deceased members, Angeline Lewis, a member of Darlington Unit 214. 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. One award is for graduate students only.

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

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 may 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 applications for specific eligibility and requirements. Links to the application forms are posted on the department website (www.amlegionauxwi.org). Units may only sponsor one applicant for the Junior Member Loyalty Scholarship.

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 completed 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 completed the immediate past 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 completed the immediate past 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 who attend the current ALABGS session and 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.

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 in honor of Wisconsin's first Department President. 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 may be paid annually and can be renewed for up to five years, for a total loan limit of $4,000, 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 Department Education Chairman for an application and additional information.

GENERAL RULES:

1. Applicant must be a female member of the American Legion Auxiliary, Department of Wisconsin.
    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. A copy of the applicant's school transcript.
    b. Three letters of personal reference as defined on the application.
4. Successive loans may be granted upon approval by the Department Education Chairman, 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 the chair upon graduation or withdrawal from full-time academic status.

6. Repayment of new loans shall be made in payments of not less than $50.00 per month, starting within six months after the grantee graduates or ceases to be a full-time academic student.
    a. Payments are to be made by check or money order and made payable to **ALA WI-MLW** and mailed to ALA Department Headquarters, PO Box 140, Portage WI 53901
    b. Department will send an acknowledgement along with current balance upon receipt of each payment.
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 Education Chair, and postings on 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. The 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. 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. The Junior Patch Program gives Junior members the opportunity to increase their knowledge of patriotism, citizenship, leadership, health, and fitness. The Patch Program has four levels grouped according to grade level: Pre-K ages 3 through Kindergarten, grades 1-4, grades 5-8, and grades 9-12.

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 or Vice Chair.

Further information is available through the unit mailings, the *Wisconsin* publication, the district and department chairmen, 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. 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.

Units are encouraged to nominate a Unit Member of the Year to recognize a senior member who is not in an elected or appointed leadership role higher than unit president, exemplifies the values and ideals of the Auxiliary, and whose accomplishments significantly impact the program work in their units.

Units, counties, and districts are encouraged to contact the Leadership Program Chair or a committee member to schedule leadership workshops specially tailored to their needs, either face-to-face in their area or virtually.

Further information is available through the unit mailings, the *Wisconsin* publication, the district and department chairmen, 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 to advocate for 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 utilize The American Legion's Legislative website (www.legion.org/legislative) to obtain information on legislative priorities, calls for immediate action, and connect with representatives. Promote the ALA Legislative Advocacy Guide to develop a plan to increase legislative awareness in your community.

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 may 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 want a copy of "To the Auxiliary," please contact the Department Chaplain/Music Chair.

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 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 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, ROTC/ JROTC recognition programs, POW-MIA awareness, supporting the Gold Star/Blue Star banner program, and participating in Operation Homefront and welcome home celebrations.

Units are encouraged to honor all enlisted service members and to submit nominations for the Salute to Servicemember Award to the National Security Chairman by the established deadline.

Further information is available through the unit mailings, the *Wisconsin* publication, the district and department chairmen, 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. 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 Wisconsin American Legion Auxiliary. Its objective is to promote the activities of the Auxiliary, with special consideration given to female veterans. Eligibility to membership in the PPP is based on two factors: 1) member must have served as President of the American Legion Auxiliary on the unit, county, district, department or national 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 valued unit members through the Mentor of the Year award. Units are encouraged to submit nominations to the Department PPP Chairman by the deadline established in the Program Engagement Plan.

The Wisconsin PPP currently awards up to three scholarships to qualified applicants who need financial assistance to complete their education in the nursing or healthcare fields. PPP scholarships are funded by PPP dues and donations and are dependent on the amount of money raised. Any unit or member can donate to the PPP Scholarship Fund. In the fall of the year, each unit receives a form to submit to department headquarters with the names and PPP dues of the past presidents. PPP membership coincides with the ALA membership year. PPP members whose dues are not paid by February 1st are delinquent. PPP dues are currently $7.00 per year.

Further information is available through the unit mailings, the *Wisconsin* publication, the district and department chairmen, and postings through the department website (www.amlegionauxwi.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 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 the 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.

ALA units and Legion posts are encouraged to distribute poppies in their local communities and surrounding areas if there is no other active Legion Family presence. The Legion Family should respect neighboring units and posts' privilege to distribute poppies in their respective areas and work towards a spirit of cooperation.

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 and department chairmen, and postings through the department website (www.amlegionauxwi.org) or the national website (www.ALAforVeterans.org).

POPPY SHOP

The Poppy Shop is under the direction of the Department Executive Secretary-Treasurer. The Poppy Shop is responsible for maintaining poppy supplies, inventory control, shipping poppy orders, and securing and instructing poppy makers. 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 for $30.00.
2. Large poppies are sold for $1.65 each and must be pre-ordered. Orders for large poppies will be processed after December 15th and every effort will be made to ship them by April 15th.

Small Poppies		Large Poppies	
100	$30.00	10	$16.50
500	$150.00	50	$82.50
1000	$300.00	100	$165.00

3. Buy generously, for each poppy means earnings for a veteran who participates in production of poppies through the Poppy Shop. Order forms are included in the August unit mailing and are posted on the department website (www. amlegionauxwi.org).
4. Use current Poppy Order Forms - one for small poppies and one for large poppies. Send check, payable to ALA-WI, with orders to: ALA-Wisconsin, PO Box 140, Portage, WI 53901.
5. Due to limited storage space, orders must be placed as early as possible and before December 15th. Shipping and handling charges will be added. Units/Posts should be prepared to accept delivery as soon as the order can be filled and must verify accuracy of the order upon receipt. Orders received after December 15th will be charged an additional processing fee. If late orders cannot be filled, the unit/post will be notified and the money refunded.

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.

   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.**
2. Department Convention action in 1928 mandated that 20% of poppy profits be sent to American Legion Auxiliary department headquarters for use in department Veterans Affairs & Rehabilitation and Children & Youth programs (10% to each program).
   a. Executive Board action in October 1991 mandated that American Legion posts are not allowed to order poppies if 20% of the poppy proceeds have not been sent to the American Legion Auxiliary department headquarters from their previous order.
   b. To avoid misunderstandings, the division of poppy profits between a unit and post should be made after poppy day expenses and the 20% to department have been paid. The cost of poppies may only be subtracted once and should be reflected on the first poppy profit report. 80% of the profits derived from distributions stay with the unit/post for use as detailed in Section 1.
3. 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 and used for veterans/active duty service members and children's service work (Veterans Affairs & Rehabilitation and Children & Youth).

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 the Auxiliary Emergency Fund.
9. ALA Girls State/Girls Nation fees.
10. Flags or flagpoles.
11. Scholarships which do not restrict eligibility 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. Projects involving the general public as well as veterans and their families. Money for these projects must be expended from the general fund.

Suggested Uses of Poppy Funds:

Use of poppy funds is allowable for care packages but 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.

For suggested projects that may be supported by the Poppy Fund, please refer to the current Poppy Funds Suggested Donation sheet available on the department website (www.amlegionauxwi.org).

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 and department chairmen, and postings through the department website (www.amlegionauxwi.org) or the national website (www.ALAforVeterans.org).

PUBLICATIONS

National American Legion *Auxiliary* Magazine

The *Auxiliary* magazine published by the 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 sources of information to our membership is our bi-monthly Legion Family newspaper – the *Badger Legionnaire/Wisconsin*. The *Wisconsin* is the American Legion Auxiliary's section of the paper and highlights our programs, contains valuable information for unit operation, and can be shared with the community. It is important to the success of the ALA that members receive and read the publication. Members should notify department headquarters of all address changes via a Member Change Form, if they are receiving more than one issue per household, or wish to opt-out of receiving the printed edition and will read the *Badger Legionnaire/Wisconsin* publication posted on the department website. Online subscriptions significantly minimize costs and allow The American Legion and American Legion Auxiliary to use funds more efficiently.

All articles for publication are to be emailed to deptsec@amlegionauxwi.org. Pictures must be received in .jpg format. Articles will be published at the discretion of the editor if space is available.

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 for use on printed materials upon approval by the national organization. For appropriate use of the American Legion Auxiliary emblem or brand mark, 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 American Legion 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 on the department website under Program Info (VA&R).

The purpose of this program is to initiate, sponsor and participate in programs and services that assist and enhance the lives of veterans, their families, caregivers and survivors to ensure restoration and/or transition to normally functioning lives – physically, mentally, socially and vocationally. Some ways for units and members to support the VA&R program include:

- bringing awareness to the plight and ever-increasing number of homeless veterans
- embracing The American Legion's Be The One mission to end veteran suicide and destigmatize getting help when it comes to thoughts of suicide
- supporting the rehabilitation of veterans through art therapy by raising money for the ALA's co-sponsorship 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 program provides gifts to family members of hospitalized veterans **at no cost to the veterans**. The Christmas Gift Shop Supervisor develops a 'catalog' of available items for the veterans to choose from and purchases the selected items. Volunteers wrap, box, label and ship the orders for each family to arrive in time for Christmas. This is a gift to those who gave of themselves so that we may enjoy our freedom today.

The Christmas Gift Shop is no longer located at Zablocki VAMC due to lack of space. Therefore, donated items cannot be accepted but units are encouraged to make financial donations. Checks should be made payable to ALA-WI and mailed to: ALA Department Headquarters, PO Box 140, Portage, WI 53901-0140 indicating it is to be used for the Christmas Gift Shop. The Christmas Gift Shop is solely funded by donations from units and members throughout Wisconsin.

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 find them, while continuing to educate our members and our communities of the sacrifices women veterans make when serving our country and the hardships they face after returning home.

A grant fund provides assistance to women veterans who are homeless or at-risk of being homeless. Funding is provided through donations from members of the Wisconsin American Legion Family.

The following guidelines for receiving a grant have been established:

- Grant is for one-time only assistance.
- Veteran must be an honorably discharged woman veteran.
- Grant can only be used for direct assistance of a homeless or at-risk of being homeless woman veteran and her immediate family, who have been residents of Wisconsin for at least 30 days.
- A veterans benefit representative or knowledgeable sponsor must complete the application and submit it to department headquarters with a copy of the veteran's DD214, a financial worksheet, and a narrative description of the veteran's needs.
- Veteran must be participating in a VA support program.
- 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.

American Legion Auxiliary members are encouraged to be a 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 veterans' 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 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, other volunteer, or 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 – the 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 ALA 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.

WISCONSIN ALA STATE 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.

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, postings through the department website (www.amlegionauxwi.org) or Camp website (www.campamericanlegion.org).

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 are 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.

AMERICAN LEGION AUXILIARY
DEPARTMENT OF WISCONSIN

CONSTITUTION

As Approved by the 105th Department Convention
Appleton, Wisconsin
July 2026

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 - NAME

The name of this organization shall be 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 – MEMBERSHIP

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) Grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of members of The American Legion; and
(2) Grandparents, parents, siblings, spouses, and direct or adopted descendants of all servicemembers 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) Grandparents, parents, siblings, spouses, and direct or adopted descendants of all servicemembers 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) to 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 18 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 18 years, whose activities shall be supervised by the Senior membership. Upon reaching the age of 18 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.

Section 4. A member whose dues are paid up-to-date and who is not subject to suspension or expulsion shall be considered in good standing and the member shall be entitled to full membership rights, privileges, and benefits in the unit.

Section 5. Each unit of the American Legion Auxiliary, except department headquarters units, has the authority to decide its membership and shall be responsible for verifying eligibility of prospective members, transfer or new.

Section 6. 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.

Article IV - DEPARTMENT OFFICERS

Section 1. The 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. Special meetings of the Department Executive Board may be called by the Department President, by a majority of the voting members of the Department Executive Board, or by written request of not less than six (6) voting members of the Department Executive Board.

Section 5. 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 6. Ten members shall constitute a quorum of the Department Executive Board.

Article VI - NATIONAL EXECUTIVE COMMITTEE PERSON

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 office 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. The time and place for a convention shall be fixed by the Department Executive Board. In the event where conditions are indicative of the undesirability of holding a regularly scheduled annual in-person convention, the Department Executive Board may decide to postpone or cancel the convention or may decide to conduct the convention via an electronic platform that allows for delegates in attendance to hear each other simultaneously and participate during the meeting. Members shall be notified of the decision in a manner determined by the Department Executive Board.

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 thirty members or major fraction thereof which it shall have in excess of thirty members, whose District dues have been paid at least thirty days prior to the starting date of the Convention. The Department Headquarters Unit 2930 shall have no representation.

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. National Committee Chairmen (Americanism, American Legion Auxiliary Girls Nation, Auxiliary Emergency Fund, Children & Youth, Community Service, Constitution and Bylaws, Education, Finance, Junior Activities, Leadership, Legislative, Membership, National Security, Poppy, Public Relations, Risk & Compliance, and Veterans Affairs & Rehabilitation) shall be delegates-at-large to the National Convention, unless already a delegate-at-large. Vote to be exercised with their departments.

Section 5. 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 1 may be adopted by the unanimous vote of the Convention body.

Section 3. This Constitution shall be automatically amended to conform to the National Constitution, Bylaws, and Standing Rules of the American Legion Auxiliary.

AMERICAN LEGION AUXILIARY
DEPARTMENT OF WISCONSIN

BYLAWS

As Approved by the 105th Department Convention
Appleton, Wisconsin
July 2026

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: Department President and Senior Vice President. When there is but one candidate for an office, the nominee can be elected by voice vote or acclamation.

The following officers shall be elected annually at the department convention by plurality vote of the ballots cast: First Vice President, Second Vice President, Historian and Chaplain. When there is but one candidate, the nominee can be elected by voice vote or acclamation.

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 office of Executive Secretary-Treasurer, a new Department Executive Secretary-Treasurer shall be recommended to the President by a committee composed of the Department President, Alternate 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 Office 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. The Department President shall be the chief executive of the department and preside at all meetings of the department convention and the Department Executive Board; sign contracts and other legal documents that require the signature of the chief executive of the department; appoint or hire a parliamentarian with the approval of the Finance Committee; 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 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 the following convention committees:
    a. Constitution and Bylaws
        i. Committee shall consist of the current Department Constitution and Bylaws Chairman and four additional members.
        ii. This committee shall meet prior to the convention for consideration of amendments to the Constitution and Bylaws, which have been submitted up to the time of said meeting.
        iii. The department parliamentarian shall serve as advisor.
    b. Standing Rules
        i. Committee shall consist of the current Department Standing Rules Chairman and two additional members.
        ii. This committee shall meet prior to the convention for consideration of amendments to the Standing Rules, which have been submitted up to the time of said meeting.
        iii. The department parliamentarian shall serve as advisor.
    c. Credentials
        i. Committee shall consist of a chairman and the twelve district presidents.
        ii. The Department Executive Secretary-Treasurer shall furnish this Committee with the number of verified delegates that each unit is entitled to prior to the convention.
        iii. The committee shall present a report at the Department Convention at the time specified in the order of business.
2. Resolutions shall be submitted directly to the Constitution & Bylaws or Standing Rules Committee, whichever is applicable.
    a. Resolutions presented by an individual member must be approved by the unit or district to which the member belongs.
    b. Resolutions must be received at Department Headquarters by June 1.
    c. Copies of all resolutions shall be transmitted to units not less than 30 days before department convention.
    d. Any resolution not approved by a unit or district, or when the district conference is held after June 1, must be submitted to the appropriate department chair of the program to which the resolution pertains. The department chair will forward resolutions to the Constitution & Bylaws or Standing Rules Committee with a recommendation to approve, reject, or revise.
    e. Resolutions with a financial impact will be forwarded 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 First Vice President: The Department First Vice President shall be the Department Membership Chairman and shall also perform such duties as shall be assigned 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 Second Vice President: The Department Second Vice President shall perform such duties as shall be assigned by the Department President. If the Department President, Senior Vice President, and First Vice President are unable to fulfill the duties of the President, the Department Executive Board shall designate the Second Vice President to function as President with like powers and duties during such absence, sickness or inability.

Section 5. The Department Executive Secretary-Treasurer shall record proceedings of the department convention and the Department Executive Board meetings; keep all records of the department; distribute reports and bulletins of department standing committees and send out 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; make reports upon the condition of the department treasury when called for by the Department President; and sign contracts and other legal documents as needed. To external audiences only, the title shall be Executive Director.

Section 6. The 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 7. The 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 8. The 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, priority will be given to district presidents from odd numbered districts in odd numbered years and district presidents from even numbered districts in even numbered years, based upon their membership standing as of 30 days prior to department convention. District Presidents not assigned as delegates would have their names placed on the alternate list as the first priorities for delegate designation.
3. 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. If there is no available opening, these individuals would be placed on the alternate list with priority after the individuals from subsection 2.
4. Each of the twelve districts may nominate alternates to the national convention at the district level. The nominee selection process shall be determined at the discretion of the district. Names of nominees shall be sent to department headquarters as soon as selected and no later than June 1st. There shall be no nominations from the floor and election of alternates shall be held at a designated time during department convention and named in order of plurality count.
5. No alternates elected at department convention shall be named to fill vacant positions until all delegates and alternates 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 if a caucus is held, 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 a percentage of the expenses being paid by the department for each missed session, as determined annually by the Finance Committee.

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 their 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. The Department President shall also appoint such other committees as deemed necessary or shall be provided for by the Executive Board or by the Department Convention.

Section 2. There shall be the following standing committees: ALA In The Know, Americanism, American Legion Auxiliary Badger Girls State, WALA State Bowling Association, Children & Youth/Liaison to The American Legion Child Well-Being Foundation, Community Service, Constitution and Bylaws, Education, Finance, Fundraising, Junior Activities, Leadership, Legislative, Membership, National Security, Office Policy, Past Presidents Parley/Cavalcade of Memories, Poppy, Liaison to The American Legion Department of Wisconsin Marketing & Communications Committee, Liaison to The American Legion Department of Wisconsin Camp American Legion Committee, Public Relations, Standing Rules and Veterans Affairs & Rehabilitation.

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. The minimum number of members to charter a new unit shall be ten (10) senior members, with the exception of the department headquarters unit that shall 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 the Department Constitution and Bylaws Chairman to review for compliance with National and Department documents.

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 shall hold at least four (4) business meetings each year.
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.
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, bylaws and/or standing rules by any member of the Department Executive Board, the Department Executive Board may suspend that member from participation in board activities by two-thirds vote at a meeting duly called for that purpose.
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 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 current *Unit Guide Book* must be followed.
2. A member expelled 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 ~ ELECTRONIC MEETINGS AND COMMUNICATIONS

Section 1. The Department Executive Board, all committees and subcommittees, and district conferences shall be authorized to meet by an electronic platform that allows for members in attendance to hear each other simultaneously and participate during the meeting.
Section 2. Communication required in the constitution and bylaws may be sent electronically.

Article X ~ 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 XI ~ 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 XII ~ 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.

Section 3. These Bylaws shall be automatically amended to conform to the National Constitution, Bylaws, and Standing Rules of the American Legion Auxiliary.

Article XIII ~ AUTHORITY

The authority under which all departments, districts, 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 105th Department Convention
Appleton, Wisconsin
July 2026

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 official 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 official 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 may 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. Corsages/Boutonnieres at Department Convention be provided for the National President or national representative when needed.
8. A living Past Department President shall be honored annually at the department convention and be the guest of the Department. 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 housing arrangements if the honored guest so requests.

9. 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.
10. A gift not to exceed $50.00 be given to the Central Division National Vice President during the official visit to Department.
11. A gift not to exceed $100.00 be given to the National President during the official visit to Department.
12. A gift of $25.00 be presented to each guest who has been invited to department convention by the Department President.
13. 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.
14. A list of the elected delegates and alternates from each unit must be filed 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 13, and of units organized within fourteen days preceding the convention. Otherwise no representation shall be allowed.
15. 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
16. 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 prior to the department convention. 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, if there is a financial impact to the department.
17. Department Executive Board meetings and other committee meetings may be held via conference call as needed.
18. 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.
19. 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 Auxiliary 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 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.
5. 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.

Guide for Incoming Department President

1. 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.
2. There shall be an orientation for the six newly elected District Presidents and the six continuing District Presidents at a time and place determined by the incoming Department President, with expenses as determined by the Finance Committee annually. Meeting content to be determined by the incoming Department President.
3. The Incoming Department President shall choose a Past Department President to preside at the installation ceremony.
4. The incoming Department President shall determine their Special Project in the Veterans Affairs & Rehabilitation and/or Children & Youth program.
5. A Department Leadership National Conference shall be held annually. Necessary expenses incurred for attendance may be paid from national funds as determined by the National Executive Committee.

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 office 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 event 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. No gifts be accepted by the Department President from firms, individuals or organizations doing business with the American Legion Auxiliary, Department of Wisconsin.
6. 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.
7. The Department President or a representative shall attend the funeral service of a deceased Past Department President.
8. The Department President shall see that provisions of the National and Department Constitutions and Bylaws, regulations and policies established thereunder shall be observed.
9. In cooperation with the Department Executive Board, the Department President shall have units monitor their unit members for any improper conduct and provide general advisory information as stated in Article VIII, Section 4 of the Department Bylaws.
10. The Department President shall give a report at the annual Department Convention.
11. 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 the charters issued by the national headquarters or any other legal document pertaining to the department.
12. The Department President shall be responsible for implementation of the official Personnel Policies as approved by the Office Policy Committee.
13. 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 $40.00 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. 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.
8. The Department Executive Secretary-Treasurer allocate the distribution of the following expenses on the following percentage basis:
    a. Auto Expense
        i. One-half to General Fund
        ii. One-fourth to Veterans Affairs & Rehabilitation
        iii. One-fourth to Children & Youth
    b. Office Salaries (including Department Executive Secretary-Treasurer)
        i. One-half to General Fund
        ii. One-fourth to Veterans Affairs & Rehabilitation
        iii. One-fourth to Children & Youth
9. 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.
10. The Red Book will be edited by the Department Executive Secretary-Treasurer with the assistance of the Department President and Alternate National Executive Committeeperson.
11. 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.
12. 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.
13. The Department Executive Secretary-Treasurer shall notify the Department First and Second Vice Presidents of all ALA Badger Girls State 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 reviewed by a Public Accountant, said financial review 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.

Committees

1. All program chairs shall forward all program materials and relative communications to their successors no later than Department Convention.
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.
3. The following standing committees shall be chaired by a Past Department President: Constitution & Bylaws, Legislative, Office Policy, Past President's Parley, and Standing Rules.
4. As provided in the Department Bylaws, the Department President shall appoint the following Standing Committee Chairmen, committee members, and vacancies on committees according to the following guidelines, and subject to ratification by the Department Executive Committee:
    a. ALA In The Know
        i. A Chair and Vice Chair, who shall serve staggered two-year terms.
        ii. Other team members, as necessary.
        iii. Up to six regional information conferences, to be held each year at locations around the state.
        iv. Units near the selected site for each meeting will be contacted for assistance in providing logistics for the meeting.

v. All members of the American Legion Family regardless of district affiliation, and members of the community, will be encouraged to attend any ALA In The Know.
vi. Presentation will be done by a selected team, material prepared by team members.
vii. Expenses to be provided only to those on the selected team, as allowed by the Finance Committee.

b. American Legion Auxiliary Badger Girls State, Inc. (ALABGS)
i. ALABGS is an incorporated body, carrying on separate functions as prescribed in its Articles of Incorporation and Standing Rules, provided they are not in conflict with the Department Bylaws and Standing Rules. The Girls State program is administered by the American Legion Auxiliary.
ii. Committee shall consist of 13 Auxiliary members, nine of whom have been appointed.
1. The current Department President, Department Senior Vice President, Department Americanism Chairman, and Department Executive Secretary-Treasurer shall serve for one year.
2. All members of the committee shall have vote.
3. Three members shall be appointed to 3-year terms from counselors who have served at Girls State for at least three years within the past five years.
4. 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.
iii. ALABGS staff and guests who will be staying overnight at ALABGS must complete a satisfactory background check prior to serving in their positions and every two years thereafter. The cost of the background checks will be billed to the ALABGS account.
iv. Meetings of this committee shall be scheduled with the approval of the Department President.
v. Any Wisconsin American Legion Family entity, civic organization, service club, business, or school group may sponsor delegates to the ALABGS session.

c. Camp American Legion
i. Liaison to The American Legion Department of Wisconsin Camp American Legion Committee shall attend meetings at their own expense.

d. Education
i. Education Chairman is automatically M. Louise Wilson Educational Loan Fund Chairman.
ii. Women eligible for loans from the fund must meet the following conditions:
1. Applicant must be a member of the Wisconsin American Legion Auxiliary, and membership must continue until the loan is paid in full.
2. Educational loans are limited to $800.00 annually, with a maximum of five years of loans or a total limit of $4,000.00.
3. No interest will be charged; repayment will begin no later than six months after graduation.
4. Loans granted to the recipients in a current year shall be in an amount that shall not deplete the loan fund balance to less than $800.00.
iii. Records of individual account(s) overdue shall be retained by Department Headquarters for collection by a professional agency.

e. Finance Committee
    i. Five-member committee
        1. Three committee members serve 3-year terms, one of whom is appointed each year.
        2. Office Policy Chairman
        3. Alternate National Executive Committeeperson
    ii. Applicants must submit a resume detailing specific information relating to knowledge of finance, accounting, auditing, or other relevant experience. A committee composed of the Department Senior, First and Second Vice Presidents, with input from the Department President and Executive Secretary-Treasurer shall evaluate the applicants and recommend the best qualified candidate for appointment by the Department President.
    iii. Committee Chair and Vice Chair shall be appointed by the Department President from among the three committee members.
    iv. If a member is absent in the Finance Committee meeting, the Department President shall act as a voting member.
    v. 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.
    vi. 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 financial matters, the Department President may ask for a decision of the Department Executive Board, either a special meeting, by electronic means, or by mail.
    vii. It shall be the responsibility of the Finance Committee to review and approve the annual audit or financial review. 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.
    viii. This committee shall meet at least two times a year, or at the call of the Department President.
f. Junior Activities
    i. Committee Chairman
    ii. Committee Vice Chairman
    iii. Committee Chair and Vice Chairman shall complete a satisfactory background check prior to their positions, and every two years thereafter. Cost of the background checks will be paid by the Junior Activities budget.
    iv. Junior Fall Meeting and Department Junior Conference to be held each year, with registration fee assessed to defray expenses.
g. Leadership
    i. Committee Chairman
    ii. Two committee members
    iii. "Unit Member of the Year" will be presented with a corsage/boutonniere for the department convention, to be paid out of the Leadership budget.
h. Legislative
    i. Alternate National Executive Committeeperson is automatically Chairman.

i. Membership
    i. Department First Vice President is automatically Chairman.
    ii. Three committee members who may be members of the Department Executive Board.
    iii. Department Senior Vice President shall serve as advisor to the committee, with no responsibilities on this committee except to provide any knowledge of current membership issues.

j. Office Policy
    i. 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.
    ii. Shall oversee the operations of the Department Headquarters office, working closely with the Department Executive Secretary-Treasurer to ensure prompt attention to matters relating to our mission and provide oversight to ensure established office policies are being followed.
    iii. Shall be responsible for periodically reviewing Wisconsin non-profit statutes for department compliance.
    iv. The Department Executive Secretary-Treasurer shall 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.

k. Publication Editor
    i. Serves as liaison to The American Legion Department of Wisconsin Marketing & Communications Committee.
    ii. Attends meetings at their own expense.

l. Veterans Affairs & Rehabilitation
    i. Committee Chairman
    ii. Service to Veterans Chairman
    iii. Director of Hospital Volunteers
        1. Appointments of Hospital Representatives, Deputies, Associate Hospital Representatives and Associate Hospital Deputies are reconfirmed annually by the Department President. Vacancies to be filled upon consultation with the Director of Hospital Volunteers, with the approval of the Department Executive Board.
        2. One Representative or one Associate Representative to each Veterans Administrative Medical Center, Wisconsin Veterans Home, and Dayton Care Center.
        3. Two Deputies at each Wisconsin Veterans Administration Medical Center and the Wisconsin Veterans Home at King. If the facility's patient population is sufficiently high, an additional Deputy shall be appointed.
        4. One Deputy each at all associate hospitals, the Wisconsin Veterans Homes at Chippewas Falls, Union Grove and Dayton Care Center.
    iv. Homeless Women Veterans Chairman
    v. Christmas Gift Shop Chairman and Christmas Gift Shop Assistant

m. Wisconsin American Legion Auxiliary State Bowling Association
    i. Is an incorporated body, carrying on 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.

ii. Committee shall consist of 12 members, nine of whom have been appointed.
    1. The Department President shall annually appoint three members to this committee to serve 3-year terms.
    2. The current Department President, Department Senior Vice President and Department Executive Secretary-Treasurer shall serve for one year. The Department Executive Secretary-Treasurer, by virtue of that office, shall be Secretary-Treasurer of the Wisconsin American Legion Auxiliary State Bowling Association, Inc.
    3. The Chair/Tournament Manager and Vice Chair shall be appointed annually by the Department President from the nine appointees.
iii. All members of the committee shall have vote.

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 \$34.00 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		**Junior Membership**	
Dep't. Dues	\$16.00	Dep't. Dues	\$2.75
Nat'l Dues & Nat'l Magazine	\$18.00	Nat'l Dues	\$2.50
TOTAL	**\$34.00**	TOTAL	**\$5.25**

    e. The membership dues of Headquarters Unit 2930 shall be \$37.50 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 set annually by each local Unit.

4. A member who is not subject to suspension or membership revocation under the principle of fundamental fairness, which includes notice and an opportunity to be heard, is eligible to transfer membership to another unit if the member has paid member dues to the current unit for either the current year or the immediate past membership year. A member transferring to a new unit must pay current year dues to either the current unit or to the unit into which the member wishes to transfer. A unit may initiate the eligibility verification process for a transfer member. Transfer is final upon evidence of paid membership and acceptance of the transferee by the new unit. Evidence of paid membership includes:
    a. American Legion Auxiliary membership card
    b. Verification of membership by the ALA Department or National Headquarters membership records.
    c. Other documentation verifying payment of current or immediate past year membership dues, such as a cancelled check or receipt.
5. A valid American Legion Auxiliary membership card shall reflect the member's current pertinent membership information, and may either be: a) a preprinted Auxiliary membership card conveyed by a unit, department or national headquarters, or b) an Auxiliary membership card electronically or digitally printed from the American Legion Auxiliary website online membership system; an official American Legion Auxiliary membership card printed online must bear the electronic signature of the American Legion Auxiliary National Secretary and be hand-signed by the member. An American Legion Auxiliary membership card electronically printed online as described, carries all of the American Legion Auxiliary rights and privileges, the same as does a pre-printed stock Auxiliary membership card as described in the standing rules.
6. There are four membership categories:
    a. Current: Any member paid for the current or upcoming membership year. A member whose dues are current have all membership privileges.
    b. Delinquent: A member failing to pay annual dues by January 31 of the current membership year. Delinquent members are suspended from membership privileges. Membership privileges can be reinstated upon renewal of membership.
    c. Expired: Any member who fails to renew their membership for two consecutive years. Expired members may become a current member by renewal of current membership dues. Payment of back dues may be paid in order to keep continuous years of membership.
    d. Former: Any member who fails to renew their membership for three or more consecutive years. Former members may rejoin at any time in the future by re-establishing eligibility and completing a new application. Payment of back dues may be paid to keep continuous years of membership. A former member may pay all back dues to establish continuous membership if they are unable to re-establish eligibility.
7. Member applications and member reinstatements may also require unit action if a unit's governing documents so state.

Charter Cancellation

The procedure for cancelling a unit charter is as follows:

1. Prior to consideration of a charter cancellation, the unit should first involve and work with the Department and/or District Membership/Leadership teams.
    a. Letters are to be sent to all senior members to inform them of the proposal to cancel the unit charter, 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 Membership/Leadership teams have exhausted all means to save the unit, the following will apply:
    a. A unit 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. If a motion to cancel the charter is adopted at the department level, a motion to cancel the charter must be brought before the National Executive Committee.
    d. Charter cancellation requests will only be considered at regular National Executive Committee meetings. Cancellation requests approved by the National Executive Committee shall become effective immediately. Unit will surrender its charter to department headquarters immediately.
    e. Financial accounts must be closed at an appropriate time by authorized individuals and balances forwarded to department headquarters immediately.
    f. In no event shall department be required to assume any of the unit's debts.
    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 functions as a Standing Committee of the American Legion Auxiliary, Department of Wisconsin.
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 preconvention 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 $7.00 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 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 during the installation ceremony at department convention.
10. 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.
11. The Outstanding Mentor of the Year award shall be presented at the annual Department Convention from nominations received per the established criteria. Criteria for the award can be found on the department website under the Past Presidents Parley program.

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 be given to the Veteran poppy makers, as determined by the department budget annually.
3. The price of purchasing poppies is $0.30 per small poppy and $1.65 per large poppy.
4. Examples of prices:

Small Poppies		Large Poppies	
100	$30.00	10	$16.50
500	$150.00	50	$82.50
1000	$300.00	100	$165.00

5. The poppy profits shall be divided equally into the Children & Youth and the VA&R 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 Little Miss Poppy to promote the poppy program in their respective areas. 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 first received at Department Headquarters.
2. Each unit shall obtain bond for all officers 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.
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. Each District pays $25.00 annually to the Department to help defray the expenses of the Department President or designated representative to district conferences.
9. When monetary awards are made at the Department level in a program or contest for the senior class of membership, monetary awards may also be given for entries in the junior class of membership with the approval of the Finance Committee.
10. Any member or officer desiring information on a given program may contact the Department Chair or the Department President as listed in the current Red Book.
11. 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.
12. 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.
13. Each Unit President must forward an Annual Impact Report to the respective District President and Narrative Reports on all programs to Department Headquarters.
14. 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.*

15. 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 fills an unexpired term as District President, either by election or appointment, shall not be precluded from running for his/her own term of office.
16. 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.
17. The District President shall be the presiding officer of the District Conference and of all other district meetings; provide general program advisory information when requested by the units within the district; be the official representative of the district; and have the authority to designate a District Vice President or other member to represent the district at public ceremonies and meetings.
18. Each District President shall promote the organization of additional units within the district and assist in increasing the membership of units already established.
19. 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.
20. Each District President shall send a monthly district newsletter or bulletin to the Unit Presidents and District Officers within the respective district. This may be a joint newsletter with The American Legion. Copies of the newsletter or bulletin shall be sent to the Department President, Department Secretary, Department PR Chairman, Department Historian, and other District Presidents.
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 a year-end 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 annually and submit a copy to the appropriate Department Chair for compliance with the National and Department documents. After review, the Chair will forward a copy of the document to Department Headquarters to include 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.
26. The District Children & Youth Chair shall contact the Department Chair when special family needs arise within their district.

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. 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.

Amendments

These Standing Rules may be amended by majority vote of the Department Executive Committee or at a department convention by majority vote of those delegates present and voting.

MEMBERSHIP STATISTICS

TOTAL NUMBER OF MEMBERS IN WISCONSIN AS OF 12/31/2025 PER NATIONAL

YEAR	# MEMBERS
1994	34,447
1995	34,005
1996	33,611
1997	32,834
1998	32,387
1999	31,596
2000	30,818
2001	30,936
2002	31,035
2003	31,425
2004	31,247
2005	30,928
2006	30,568
2007	30,130
2008	29,392
2009	28,776
2010	27,737
2011	27,044
2012	26,327
2013	25,049
2014	24,192
2015	23,516
2016	22,920
2017	22,191
2018	21,162
2019	19,569
2020	18,506
2021	17,619
2022	17,043
2023	16,350
2024	15,622
2025	15,110

2027 Unit Membership Goals are posted on the department website:
www.amlegionauxwi.org > Programs > Membership

2025 MEMBERSHIP TOTALS AS OF 12/31/2025

DISTRICT 1 (31 UNITS)

Unit	Location	# Mbrs
048	Beloit	17
449	Brookfield	140
079	Burlington	31
494	Caledonia	55
440	Clinton	19
450	Darien	13
196	Delafield	47
095	Delavan	73
535	Eagle	13
188	East Troy	12
030	Edgerton	14
045	Elkhorn	15
237	Footville	19
183	Genoa City	22
294	Hartland	75
021	Kenosha	51
024	Lake Geneva	48
382	Menomonee Falls	46
375	Mukwonago	167
356	Muskego	9
091	Oconomowoc	44
399	Okauchee	39
209	Orfordville	69
071	Pewaukee	76
130	Sharon	15
293	Silver Lake	21
552	Somers	14
544	Twin Lakes	41
171	Union Grove	60
102	Walworth	40
008	Waukesha	29

DISTRICT 2 (40 UNITS)

Unit	Location	# Mbrs
462	Adell	12
483	Allenton	90
146	Beaver Dam	73
412	Belgium	28
401	Cambria	47
288	Cedarburg	151
062	Columbus	16
166	Fort Atkinson	52
521	Fox Lake	98
387	Franklin	45
410	Fredonia	18
321	Germantown	37
355	Grafton	168
157	Horicon	84
522	Hubertus	27
420	Hustisford	15
486	Jackson	75
164	Jefferson	31
305	Johnson Creek	27
015	Juneau	55
384	Kewaskum	77
067	Lake Mills	46
216	Lodi	37
347	Lomira	31
069	Mayville	85
457	Mequon-Thiensville	42
215	Pardeeville	38
243	Plymouth	126
082	Port Washington	73
271	Poynette	23
145	Random Lake	14
208	Rio	33
470	Saukville	137
083	Sheboygan	34
149	Sheboygan Falls	30
270	Theresa	26
233	Waterloo	42
189	Watertown	77
036	West Bend	24
187	Wisconsin Dells	38

DISTRICT 3 (45 UNITS)

Unit	Location	# Mbrs
144	Albany	27
251	Argyle	44
335	Avoca	78
482	Bagley	65
433	Barneveld	34
551	Beetown	13
313	Black Earth	27
142	Blanchardville	24
352	Cassville	14
491	Cazenovia	26
248	Cottage Grove	15
245	Cross Plains	187
503	Dane	36
215	Darlington	86
348	DeForest	45
184	Fennimore	16
308	Gays Mills	18
526	Hazel Green	*
510	Hollandale	28
493	Linden	27
383	Lone Rock	68
151	Madison	11
481	Madison	33
501	Madison	51
437	Mazomanie	62
534	McFarland	122
170	Mineral Point	33
084	Monroe	119
229	Mount Horeb	26
113	Mt. Hope	58
085	Muscoda	57
141	New Glarus	39
042	Platteville	52
068	Prairie du Chien	13
013	Richland Center	66
257	Ridgeway	18
105	Shullsburg	10
220	Soldiers Grove	63
446	Steuben	30
059	Stoughton	178
333	Sun Prairie	96
385	Verona	92
447	Viola	31
360	Waunakee	127
458	Wauzeka	12

* Chartered 01/20/2026

2025 MEMBERSHIP TOTALS AS OF 12/31/2025

DISTRICT 4 (8 UNITS)

Unit	Location	# Mbrs
416	Greendale	110
299	Hales Corners	12
018	Milwaukee	15
415	Milwaukee	14
537	Milwaukee	95
434	Oak Creek	173
027	South Milwaukee	48
120	West Allis	18

DISTRICT 5 (6 UNITS)

Unit	Location	# Mbrs
001	Milwaukee	40
331	Milwaukee	14
406	Milwaukee	22
448	Milwaukee	23
455	Milwaukee	12
479	Milwaukee	19

DISTRICT 6 (23 UNITS)

Unit	Location	# Mbrs
340	Berlin	26
329	Briggsville	40
126	Brillion	35
222	Campbellsport	15
125	Chilton	79
075	Fond du Lac	66
306	Green Lake	106
282	Markesan	30
152	Menasha	10
351	Montello	27
454	Mt. Calvary	49
033	Neenah	119
124	New Holstein	73
234	Omro	47
070	Oshkosh	36
366	Princeton	21
043	Ripon	24
478	Saint Cloud	28
477	Saint Nazianz	52
128	Stockbridge	29
165	Two Rivers	23
210	Waupun	43
364	Winneconne	98

DISTRICT 7 (39 UNITS)

Unit	Location	# Mbrs
040	Bangor	52
026	Baraboo	35
129	Black River Falls	18
200	Black River Falls	14
133	Camp Douglas	17
202	Chaseburg	43
116	Coon Valley	37
115	Elroy	23
238	Greenwood	29
284	Holmen	127
320	Humbird	24
309	Kendall	21
052	LaCrosse	85
417	LaCrosse	15
242	LaValle	20
175	Loyal	72
081	Mauston	57
439	Melrose	23
507	Mindoro	16
073	Neillsville	77
110	New Lisbon	17
172	North Freedom	11
541	Northfield	34
336	Onalaska	138
467	Ontario	48
123	Owen	12
398	Plain	18
350	Reedsburg	26
065	Rome	21
100	Sparta	59
253	Spring Green	7
315	Stoddard	10
368	Taylor-Hixton	20
118	Thorp	138
201	Tomah	85
051	West Salem	168
155	Westby	22
508	Wilton	42
206	Wonewoc	23

DISTRICT 8 (26 UNITS)

Unit	Location	# Mbrs
339	Almond	22
341	Birnamwood	27
217	Bonduel	16
456	Caroline	17
392	Cecil	11
063	Clintonville	39
391	Fremont	104
343	Hancock-Coloma	57
014	Iola	12
161	King	46
469	Marathon	97
054	Marshfield	54
107	Mosinee	19
263	New London	41
153	Pittsville	56
543	Plover	22
509	Rosholt	53
006	Stevens Point	64
239	Tigerton	24
358	Unity	52
520	Vesper	23
010	Wausau	111
317	Wautoma	60
370	Wild Rose	16
442	Wisconsin Rapids	40
501	Wittenberg	25

2025 MEMBERSHIP TOTALS AS OF 12/31/2025

DISTRICT 9 (35 UNITS)

Unit	Location	# Mbrs
523	Abrams	38
236	Algoma	8
428	Amberg	32
038	Appleton	113
066	Athelstaine-Silver Cliff	54
332	Black Creek	25
538	Carlton	17
319	Casco	17
280	Coleman	49
094	Crandon	17
363	Denmark	18
377	Elcho	13
372	Forestville	38
300	Gillett	28
325	Goodman	13
011	Green Bay	76
055	Hortonville	73
041	Kaukauna	16
029	Kewaunee	25
060	Kimberly	42
342	Lena	26
258	Little Chute	28
476	Loomis	25
262	Luxemburg	42
136	Niagara	10
074	Oconto	37
302	Oconto Falls	12
461	Pembine	34
337	Pulaski	74
106	Seymour	127
512	Shiocton	102
044	Wabeno	50
402	Washington Island	24
524	White Lake	31
436	Wrightstown	60

DISTRICT 10 (43 UNITS)

Unit	Location	# Mbrs
224	Alma	82
017	Arcadia	28
291	Augusta	51
240	Baldwin	31
357	Bay City	21
295	Bloomer	20
326	Boyd	59
550	Brackett	38
159	Cadott	24
194	Cameron	8
179	Chetek	34
077	Chippewa Falls	35
131	Colfax	14
353	Cornell	30
098	Cumberland	73
181	Durand	13
053	Eau Claire	81
459	Eleva	39
204	Ellsworth	67
207	Elmwood	34
354	Ettrick	37
376	Fall Creek	28
264	Gilmanton	28
168	Glenwood City	17
432	Hammond	19
540	Haugen	25
186	Independence	60
158	Maiden Rock	18
154	Mondovi	47
267	New Auburn	8
080	New Richmond	43
324	Osseo	70
365	Plum City	39
259	Prairie Farm	15
061	Prescott	61
087	Rice Lake	63
511	Ridgeland	29
121	River Falls	135
111	Somerset	50
227	Spring Valley	17
137	Turtle Lake	9
330	Wilson	26
301	Woodville	28

DISTRICT 11 (18 UNITS)

Unit	Location	# Mbrs
090	Ashland	20
451	Boulder Junction	19
272	Butternut	60
532	Fifield	47
362	Kennan	23
318	Lake Tomahawk	29
464	Land O Lakes	18
547	Lublin	72
424	Mercer	28
089	Minocqua	27
025	Odanah	24
182	Park Falls	38
480	Presque Isle	22
274	Rib Lake	11
452	Spirit	43
519	Stetsonville	25
431	Three Lakes	77
093	Tomahawk	58

DISTRICT 12 (23 UNITS)

Unit	Location	# Mbrs
278	Balsam Lake	38
049	Bayfield	14
379	Birchwood	68
268	Bruce	59
487	Cable	39
108	Clear Lake	21
403	Danbury	13
425	Exeland	44
499	Gordon	66
185	Grantsburg	83
218	Hayward	34
396	Indian Creek	26
394	Loretta	23
255	Luck	29
254	Milltown	14
221	Osceola	*
143	St. Croix Falls	38
316	Sheldon	25
132	Siren	27
012	Spooner	46
435	Superior	64
096	Webster	42
303	Winter	31

* Chartered 3/31/2026

WISCONSIN DEPARTMENT CONVENTIONS (LOCATION/DATE)

Eau Claire	June 28-30, 1921
Beloit	Aug 24-26, 1922
Superior	Aug 14-16, 1923
Chippewa Falls	Aug 14-15, 1924
Stevens Point	Aug 20-22, 1925
LaCrosse	Aug 26-28, 1926
Marinette	Aug 18-20, 1927
Wausau	Aug 13-15, 1928
Kenosha	Aug 12-14, 1929
Sheboygan	Aug 16-20, 1930
Chippewa Falls	Aug 17-19, 1931
LaCrosse	Aug 14-17, 1932
Janesville	Aug 20-23, 1933
Green Bay	Aug 19-21, 1934
Eau Claire	Aug 18-20, 1935
Neenah-Menasha	Aug 16-17, 1936
Milwaukee	Aug 8-10, 1937
Ashland	Aug 14-16, 1938
Oshkosh	Aug 13-15, 1939
Kenosha	Aug 10-13, 1940
Antigo	Aug 3-5, 1941
Fond du Lac	Aug 2-4, 1942
Rhinelander	Aug 7-8, 1943
Milwaukee	Aug 6-7, 1944
Milwaukee	Sept 22-24, 1945
Racine	Aug 3-4, 1946
Appleton	July 19-21, 1947
Milwaukee	July 31 - Aug 2, 1948
Milwaukee	Aug 12-14, 1949
Green Bay	Aug 11-13, 1950
Wausau	Aug 18-20, 1951
Eau Claire	July 18-20, 1952
Oshkosh	July 17-18, 1953
Madison	July 16-17, 1954
Milwaukee	July 15-17, 1955
Eau Claire	July 20-22, 1956
Wausau	July 19-21, 1957
LaCrosse	July 25-27, 1958
Kenosha	July 17-19, 1959
Green Bay	July 15-17, 1960
Waukesha	July 16-18, 1961
Oshkosh	July 20-22, 1962
Madison	July 19-21, 1963
Wausau	July 17-19, 1964
Waukesha	July 16-18, 1965
Eau Claire	July 15-17, 1966
Madison	July 14-17, 1967
Appleton	July 19-21, 1968
Milwaukee	July 18-20, 1969
Milwaukee	July 17-19, 1970
Wausau	July 16-18, 1971
Green Bay	July 14-16, 1972
Milwaukee	July 13-15, 1973
Milwaukee	July 17-19, 1974
Eau Claire	July 18-20, 1975
LaCrosse	July 16-18, 1976
Wausau	July 15-17, 1977
Milwaukee	July 14-16, 1978
Milwaukee	July 13-15, 1979
Oshkosh	July 25-27, 1980
Eau Claire	July 17-19, 1981
LaCrosse	July 16-18, 1982
Madison	July 15-17, 1983
Appleton	July 20-22, 1984
Wauwatosa	July 13-15, 1985
LaCrosse	July 18-20, 1986
Oshkosh	July 10-12, 1987
Eau Claire	July 15-17, 1988
Appleton	July 14-16, 1989
Wauwatosa	July 13-15, 1990
LaCrosse	July 19-21, 1991
Stevens Point	July 17-19, 1992
Wausau	July 16-18, 1993
Oshkosh	July 22-24, 1994
Madison	July 14-16, 1995
LaCrosse	July 18-21, 1996
Green Bay	July 18-20, 1997
Madison	July 17-19, 1998
LaCrosse	July 9-11, 1999
Wausau	July 14-16, 2000
Middleton	July 20-22, 2001
Green Bay	July 19-21, 2002
LaCrosse	July 18-20, 2003
Oshkosh	July 15-18, 2004
Wausau	July 14-17, 2005
Middleton	July 20-23, 2006
Green Bay	July 19-22, 2007
LaCrosse	July 17-20, 2008
Milwaukee	July 23-26, 2009
Wausau	July 15-18, 2010
Appleton	July 14-17, 2011
Middleton	July 19-22, 2012
Waukesha	July 18-21, 2013
Appleton	July 17-20, 2014
Appleton	July 16-19, 2015
Middleton	July 14-17, 2016
Appleton	July 13-16, 2017
Oshkosh	July 12-15, 2018
Middleton	July 18-21, 2019
Cancelled	2020
Middleton	July 15-18, 2021
Green Bay	July 14-17, 2022
Rothschild	July 20-23, 2023
Appleton	July 11-14, 2024
Green Bay	July 17-20, 2025
Appleton	July 17-18, 2026

AMERICAN LEGION AUXILIARY

A community of volunteers serving veterans, military, their families, and our communities

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.

AMERICAN LEGION AUXILIARY DEPARTMENT OF WISCONSIN 2025-2026 STATISTICS

Statistics are current as of May 31, 2026 and are based on the annual year-end reports from 207 of Wisconsin's 339 Units.

Wisconsin has over 14,400 members – grandmothers, mothers, sisters, spouses, daughters, and granddaughters of veterans.

OUR SERVICE FOR VETERANS AND MILITARY:

* Number of Veterans/Military assisted: 54,120
* Hours volunteered: 252,528
* Dollars spent: $427,905
* Dollar value of in-kind donations: $66,529
* Number of poppies purchased for distribution in WI: 193,100
* Poppy dollars raised to support veterans: $326,597
* Number of veterans who made poppies: 19

OUR SERVICE FOR MILITARY FAMILIES:

* Number of military families served: 8,306
* Hours volunteered: 30,765
* Dollars spent: $137,408

OUR SERVICE FOR CHILDREN/YOUTH:

* Number of children & youth served: 17,055
* Hours volunteered for Legion Family youth activities: 14,986
* Dollars spent on children & youth: $45,152

OUR SERVICE THRU ALA BADGER GIRLS STATE:

* Hours volunteered: 6,183
* Dollars spent: $300,394
* Number of ALA Badger Girls State delegates in 2025: 498

SCHOLARSHIPS:

* Number of scholarships awarded: 209
* Dollar amount of local scholarships: $92,605
* Dollar amount of Department scholarships: $24,000

OUR SERVICE IN OUR COMMUNITIES:

* Hours volunteered: 206,527
* Dollars spent: $348,866

To learn more about the American Legion Auxiliary, visit **www.ALAforVeterans.org** or **www.amlegionauxwi.org**

CALENDAR OF EVENTS

(subject to change)

2026-2027

ALA In The Know Conferences
(Important Info for Every Member)

September 12, 2026 at
New Life United Methodist, Seymour

September 19, 2026 at
American Legion Post 53, Eau Claire

September 26, 2026 at
American Legion Post 385, Verona

October 3, 2026 at
American Legion Post 182, Park Falls

TAL Midwinter Conference
January 21-24, 2027
Madison Marriott West, Middleton

WALA State Bowling Association Tournament
April 3-4, 2027
Wolf River Lanes, New London

American Legion Auxiliary Badger Girls State
June 20-25, 2027
UW-Oshkosh Campus

Department Convention
July 21-25, 2027
Madison Marriott West, Middleton

National Convention
August 27-September 2, 2027
Kansas City, Missouri

FUTURE EVENTS

ALA In The Know Conferences
(To Be Determined)

TAL Midwinter Conference
January 20-23, 2028
Hyatt Regency/KI Center, Green Bay

January 18-20, 2029
Hilton Paper Valley, Appleton

WALA State Bowling Association Tournament
(To Be Determined – Bids Requested)

American Legion Auxiliary Badger Girls State
June 18-23, 2028
UW-Oshkosh Campus

June 17-22, 2029
UW-Oshkosh Campus

Department Convention
July 20-23, 2028
Madison Marriott West, Middleton

National Convention
August 25-August 31, 2028
Columbus, Ohio

August 24-August 30, 2029
Indianapolis, Indiana

August 23-August 29, 2030
Salt Lake City, Utah

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American Legion Auxiliary
Department of Wisconsin

District Map - 72 Counties

