



**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF WISCONSIN**

# **RED BOOK 2023-2024**

**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](mailto:alawi@amlegionauxwi.org)**

**WEBSITE: [www.amlegionauxwi.org](http://www.amlegionauxwi.org)**

**AMERICAN LEGION AUXILIARY BADGER GIRLS STATE:  
[www.alabgs.org](http://www.alabgs.org)**

**MAGGIE GEIGER**  
**DEPARTMENT PRESIDENT**

**‘Enhancing the Lives of our Veterans, Military and their Families, One Day at a Time ’**

*(President’s Theme)*



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

This directory is intended for official American Legion Auxiliary use ONLY. Any unauthorized use by other businesses, organizations, or individuals is prohibited.

## **PREAMBLE TO THE CONSTITUTION OF THE AMERICAN LEGION AUXILIARY**

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

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

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

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

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

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

*To make right the master of might;*

*To promote peace and goodwill on earth;*

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

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

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

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

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

# FOREWORD

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

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

The Wisconsin *Red Book* should be used in conjunction with the *Unit Guide Book* and the *Department Operations Guide*. Information contained in these publications is posted on the national website at [www.ALAforVeterans.org](http://www.ALAforVeterans.org).

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

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

The American Legion Auxiliary **Enhances the Lives of our Veterans, Military and their Families, One Day at Time**, through our support and partnership with TAL family. Let us continue spreading words of encouragement, and kindness to our fellow unit members, working together, towards our mission; **For God and Country**, we advocate for veterans, educate our citizens, mentor youth, promote patriotism, good citizenship, peace and security.

*Maggie Geiger*  
*Department President, 2023-2024*

## 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](mailto:alawi@amlegionauxwi.org) • Website: [www.amlegionauxwi.org](http://www.amlegionauxwi.org)

### Headquarters Staff:

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

### Poppy Shop Staff:

Sue Hembrook	Supervisor email: <a href="mailto:wipoppyshop@yahoo.com">wipoppyshop@yahoo.com</a>
Bonnie Jakubczyk	Assistant

# 2023-2024

## American Legion Auxiliary • Department of Wisconsin

### DEPARTMENT OFFICERS

		<b>Term</b>	<b>District</b>	<b>Unit</b>
<b>PRESIDENT</b> .....	Maggie Geiger	2023-2024	2	288
<b>SENIOR VICE PRESIDENT</b> .....	Becky Mueller	2023-2024	9	106
<b>FIRST VICE PRESIDENT</b> .....	Sue Hembrook	2023-2024	4	537
<b>SECOND VICE PRESIDENT</b> .....	Amy Luft	2023-2024	2	355
<b>HISTORIAN</b> .....	Mary Petrie	2023-2024	2	189
<b>CHAPLAIN</b> .....	Betty Stone	2023-2024	12	316
<b>EXECUTIVE SECRETARY/TREASURER</b> .....	Bonnie Dorniak	2023-2024	6	329
<b>NATIONAL EXECUTIVE COMMITTEEPERSON</b> .....	Bonnie Jakubczyk	2023-2025	4	434
<b>ALTERNATE EXECUTIVE COMMITTEEPERSON</b> .....	Linda Coppock	2023-2024	9	512
<b>PARLIAMENTARIAN</b> .....	Teresa Isensee	2023-2024	10	326
<b>SERGEANT AT ARMS</b> .....	Christine Johnsen	2023-2024	3	352
<b>ASSISTANT SERGEANT AT ARMS</b> .....	Morgan Johnsen	2023-2024	3	352

### DISTRICT PRESIDENTS

		<b>Term</b>	<b>District</b>	<b>Unit</b>
<b>DISTRICT 1</b> .....	Zondra Morris	2022-2024	1	209
<b>DISTRICT 2</b> .....	Sandy Mack	2023-2025	2	288
<b>DISTRICT 3</b> .....	Karen Runk	2022-2024	3	245
<b>DISTRICT 4</b> .....	Kathy Grom	2023-2025	4	434
<b>DISTRICT 5</b> .....	Linda Bartell	2022-2024	5	1
<b>DISTRICT 6</b> .....	Diane Steinert	2023-2025	6	234
<b>DISTRICT 7</b> .....	Christina Petranovich	2022-2024	7	118
<b>DISTRICT 8</b> .....	Linda Tryczak	2023-2025	8	10
<b>DISTRICT 9</b> .....	Bonnie Blink	2022-2024	9	55
<b>DISTRICT 10</b> .....	Mary Townsend	2023-2025	10	98
<b>DISTRICT 11</b> .....	Claudia Osero	2022-2024	11	93
<b>DISTRICT 12</b> .....	Sandy Garlie	2023-2025	12	96

### DEPARTMENT HONORARY JUNIOR OFFICERS

		<b>Term</b>	<b>District</b>	<b>Unit</b>
<b>PRESIDENT</b> .....	Lindsey Stiff	2023-2024	8	6
<b>VICE PRESIDENT</b> .....	Evelyn Heuer	2023-2024	9	512
<b>SECRETARY</b> .....	Virginia Calteux	2023-2024	4	416
<b>CHAPLAIN</b> .....	Clara Heuer	2023-2024	9	512
<b>HISTORIAN</b> .....	Emeri Wold	2023-2024	7	118
<b>SERGEANT AT ARMS</b> .....	Emma McDowell	2023-2024	8	6
<b>SERGEANT AT ARMS</b> .....	Natalie Myers	2023-2024	6	364

## DEPARTMENT CHAIRMEN & COMMITTEE MEMBERS

		Term	District	Unit
<b>ALA IN THE KNOW PROGRAM</b>				
Chairman .....	Patti Westpfahl	2022-2024	6	306
Vice Chairman .....	Diane Steinert	2023-2025	6	234
<b>AMERICANISM</b> .....	Diane Burkhalter	2023-2024	2	82
<b>AMERICAN LEGION AUXILIARY BADGER GIRLS STATE</b>				
Chair .....	Danyelle Thompson	2021-2024	3	352
Vice Chair .....	Jennifer Leahy	2021-2024	3	352
Executive Director .....	Delores Woolf	2023-2026	3	42
Assistant Executive Director .....	Joanie Dickerson	2021-2024	3	482
Committee Members .....	Bethany Fredericks	2022-2025	3	352
	Shirley Krier	2023-2026	2	288
	SuAnn Pagel-Rast	2022-2025	8	339
	Sheryl Polster	2022-2025	2	243
	Theresa Schindler	2023-2026	11	547
Department President .....	Maggie Geiger	Automatic	2	288
Senior Vice President .....	Becky Mueller	Automatic	9	106
Executive Secretary/Treasurer .....	Bonnie Dorniak	Automatic	6	329
Americanism Chair .....	Diane Burkhalter	Automatic	2	82
<b>WALA STATE BOWLING ASSOCIATION</b>				
Chairman/Tournament Director .....	Jenni Syftestad	2021-2024	3	385
Committee Members .....	Lisa Blom	2022-2025	9	512
	Shannon Churchill	2023-2026	3	385
	Linda Coppock	2023-2026	9	512
	Sandra Kaebisch	2022-2025	4	537
	Linda Kostka	2022-2025	11	90
	Sue Middlestead	2021-2024	4	537
	Toni Moegenburg	2021-2024	2	355
	Margie Schoonover	2023-2026	2	355
Dept President .....	Maggie Geiger	Automatic	2	288
Senior Vice President .....	Becky Mueller	Automatic	9	106
Executive Secretary/Treasurer .....	Bonnie Dorniak	Automatic	6	329
<b>CHILDREN &amp; YOUTH/LIAISON</b>				
<b>TO CHILD WELFARE FOUNDATION</b> .	Margaret Larson	2023-2024	10	121
<b>CHILDREN &amp; YOUTH DISTRICT CHAIRS: Listed on the <u>Dept website</u> under Program Info (C&amp;Y) -</b>				
<b>COMMUNITY SERVICE</b> .....	Sandy Mack	2023-2024	2	288

		<b>Term</b>	<b>District</b>	<b>Unit</b>
<b>CONSTITUTION &amp; BYLAWS</b> .....	Jan Pulvermacher-Ryan	2023-2024	3	360
<b>DISTINGUISHED GUESTS</b> .....	Sue Keyzers	2023-2024	9	106
<b>EDUCATION / M. LOUISE WILSON</b> <b>EDUCATIONAL LOAN FUND</b> .....	Diane Weggen	2023-2024	7	118
<b>FINANCE COMMITTEE</b>				
Chair .....	Diane Duscheck	2023-2026	6	282
Vice Chair .....	Kathy Wollmer	2022-2025	7	81
Committee .....	Sue Keyzers	2021-2024	9	106
Office Policy .....	Jan Pulvermacher-Ryan	Automatic	3	360
Alternate NEC .....	Linda Coppock	Automatic	9	512
<b>FUNDRAISING</b> .....	Crystal Shaw	2023-2024	1	494
<b>HOMELESS WOMEN VETERANS</b> <i>(Please see Veterans Affairs &amp; Rehabilitation Section)</i>				
<b>HOSPITAL VOLUNTEERS</b> <i>(Please see Veterans Affairs &amp; Rehabilitation Section)</i>				
<b>JUNIOR ACTIVITIES</b>				
Chair .....	Laura Calteux	2023-2024	4	416
Vice Chair .....	Char Kiesling	2023-2024	6	33
<b>LEADERSHIP</b>				
Chair .....	Joyce Endres	2023-2024	3	360
Committee .....	Linda Coppock	2023-2024	9	512
.....	Teresa Isensee	2023-2024	10	326
<b>LEGISLATIVE</b> .....	Linda Coppock	Automatic	9	512
<b>LIASION TO THE AMERICAN LEGION</b>				
Department President .....	Maggie Geiger	Automatic	2	288
Dept Executive Secretary-Treasurer .....	Bonnie Dorniak	Automatic	6	329
<b>LIAISON TO THE AMERICAN LEGION COMMUNICATIONS COMMITTEE</b>				
Wisconsin Editor .....	Bonnie Dorniak	2023-2024	6	329
<b>MEMBERSHIP</b>				
Chair .....	Sue Hembrook	Automatic	4	537
Committee .....	Becky Mueller	2023-2024	9	106
	Amy Luft	2023-2024	2	355
	12 District President	Automatic		
<b>District Membership Chairs are listed on page 8</b>				
<b>MUSIC</b> .....	Betty Stone	Automatic	12	316
<b>NATIONAL SECURITY</b> .....	Karen Runk	2023-2024	3	245

<b>DISTRICT MEMBERSHIP CHAIRS</b>		<b>Term</b>	<b>District</b>	<b>Unit</b>
DISTRICT 1 .....	Crystal Shaw		1	494
DISTRICT 2 .....	Sandy Mack		2	288
DISTRICT 3 .....	Lisa Bowen		3	383
DISTRICT 4 .....	Bonnie Jakubczyk		4	434
DISTRICT 5 .....	Gayla Ruocco		5	1
DISTRICT 6 .....	Patti Westpfahl		6	306
DISTRICT 7 .....	Helene Stein		7	201
DISTRICT 8 .....	Fran Bender		8	10
DISTRICT 9 .....	Sue Keyzers		9	106
DISTRICT 10 .....	Teresa Steinke		10	324
DISTRICT 11 .....	Theresa Schindler		11	547
DISTRICT 12 .....	Debbie Mattison		12	435

**OFFICE POLICY**

Chair .....	Jan Pulvermacher-Ryan	2022-2025	3	360
Committee .....	Virginia Kodl	2021-2024	7	118
Committee .....	Diana Sirovina	2023-2026	1	171

**PAST PRESIDENTS PARLEY/**

<b>CAVALCADE OF MEMORIES .....</b>	Char Kiesling	Automatic	6	33
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<b>POPPY PROGRAM .....</b>	Kay Grosskopf	2023-2024	8	391
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**PUBLIC RELATIONS**

Chair .....	Bob Shappell	2023-2024	2	288
Committee .....	Crystal Shaw	2023-2024	1	494
Committee .....	Debi Stuvengen	2023-2024	1	209

<b>STANDING RULES .....</b>	Diane Duscheck	2023-2024	6	282
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**VETERANS AFFAIRS & REHABILITATION PROGRAMS**

Chair .....	Bonnie Jakubczyk	2023-2024	4	434
Director-Hospital Volunteers .....	Sue Hembrook	2023-2024	4	537
Christmas Gift Shop .....	Diana Sirovina	2023-2024	1	171
Christmas Gift Shop Assistant .....	Linda Bartell	2023-2024	5	1
Homeless Women Veterans .....	Pat Smith	2023-2024	7	51
Service to Veterans .....	Linda Kostka	2023-2024	11	90

**VETERANS AFFAIRS & REHABILITATION DISTRICT CHAIRS:**

**Listed on the Dept website under Program Info (VA&R)**



## **HOSPITAL REPRESENTATIVES / DEPUTIES**

	<b>District</b>	<b>Unit</b>
<b><i>Chippewa Falls - Wisconsin Veterans Home</i></b>		
Representative .....	10	53
Deputy .....	10	324
<b><i>Dayton Care Center - Kenosha</i></b>		
Representative .....	4	537
Assistant .....	1	494
<b><i>Iron Mountain, MI - Oscar G. Johnson USVAMC</i></b>		
Associate Representative .....	9	66
Associate Deputy .....	9	66
<b><i>King - Wisconsin Veterans Home</i></b>		
Representative .....	8	161
Assistant Representative .....	8	161
Deputy .....	8	161
Deputy .....	8	161
<b><i>Madison - Middleton Memorial VAMC</i></b>		
Representative .....	7	172
Deputy .....	3	348
<b><i>Milwaukee - Zablocki Memorial VAMC</i></b>		
Representative .....	4	434
Deputy .....	4	537
Deputy .....	4	537
Deputy .....	4	537
<b><i>Minneapolis, MN - Minneapolis VA Health Care System</i></b>		
Associate Representative .....	10	121
Associate Deputy .....	10	121
<b><i>Tomah - VA Medical</i></b>		
Representative .....	7	201
Deputy .....	7	201
Deputy .....		
Deputy .....		
<b><i>Union Grove - Wisconsin Veterans Home</i></b>		
Representative .....	1	71
Deputy .....	1	71

### **AMERICAN LEGION AUXILIARY**

#### **National President**

Lisa Williamson, Department of Alaska

#### **Central Division National Vice President**

Carol Robinson, Department of Ohio

#### **National Executive Committeeperson**

Bonnie Jakubczyk, Department of Wisconsin

#### **Alternate National Executive Committeeperson**

Linda Coppock, Department of Wisconsin

## COUNTY PRESIDENTS for 2023-2024

County	Name	District	Unit
Barron	Jean Erlewine	10	98
Brown	Mary Krutz	9	11
Calumet	Mary Lannbrecht	6	126
Chippewa	Joan Chwala	10	326
Clark	Diane Weggen	7	118
Columbia	Kathy Olson	2	208
Crawford	Bernice Dombeck	3	446
Dane	Noreen Schmidt	3	348
Dodge	Dawn Rudey	2	521
Door-Kewaunee	Ann Brunner	9	29
Eau Claire	Kris Klages	10	53
Fond du Lac	Beth Puddy	6	75
Grant	Jane Knutson	3	85
Iowa	Susan Nondorf	3	335
Jefferson	Dorothy Wineke	2	67
Kenosha	Donna Lewens	1	21
Marathon	Bonnie Schult	8	469
Marinette	Deanna Farley	9	66
Milwaukee	Donna Jensen	4 & 5	415
Oconto	Helen Patenaude	9	74
Outagamie	Lisa Wolfinger	9	41
Ozaukee	Carol Szudrowitz	2	288
Pierce	Margaret Larson	10	121
Richland	Barbara Hammond	3	447
Rock	Penny Bastian	1	209
Shawano	Kim Johanning	8	341
Sheboygan	Karen Degner	2	243
St. Croix	Elsie Obermueller	10	330
Trempealeau	Monica Bahr	10	459
Walworth	Connie Lindloff	1	95
Washington	Mary Montag	2	483
Waukesha	Mary Ellen Crandall	1	71
Waushara	Virginia McGregor	8	343
Winnebago	Sandy Hinkle	6	364

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

## PAST NATIONAL PRESIDENTS - DEPARTMENT OF WISCONSIN

<b>Term</b>	<b>District</b>		<b>Term</b>	<b>District</b>	
*1926-1927	10	Adalin Macauley	1997-1998	8	Barbara Kranig
*1943-1944	1	Eleanor Smith	2007-2008	3	Jan Pulvermacher-Ryan
*1987-1988	1	Pearl Behrend	2017-2018	6	Diane Duscheck
<b>WISCONSIN PAST DEPARTMENT PRESIDENTS</b>					
*1921-1922	10	M. Louise Wilson, Eau Claire	*1972-1973	4	June Benishek, Milwaukee
*1922-1923	6	Lillian Fisher, Fond du Lac	*1973-1974	6	Dorothy Veleke, Waupun
*1923-1924	10	Adalin Macauley, Menomonie	1974-1975	1	Reta Bohnsack, Burlington
*1924-1925	2	Ruth Doland, Columbus	1975-1976	3	Jan Pulvermacher-Ryan, Waunakee
*1925-1926	10	Nellie Hart, Cumberland	1976-1977	8	Barbara Kranig, Stevens Point
*1926-1927	5	Maude Cudworth, Milwaukee	*1977-1978	1	Eileen Knox, Brookfield
*1927-1928	5	Zella Hilts, Milwaukee	*1978-1979	4	Marge O'Hern, Milwaukee
*1928-1929	7	Mae McCoy, Sparta	*1979-1980	10	Rosalie Randall, Chippewa Falls
*1929-1930	2	Freda Snover, Fort Atkinson	*1980-1981	5	June Kobylczak, Milwaukee
*1930-1931	8	Sadie Noll, Marshfield	*1981-1982	3	Sylvia Bunyard, Madison
*1931-1932	6	Lola Nauth, Kiel	*1982-1983	9	Anita Kapp, Appleton
*1932-1933	10	Molly Coe Freese, Barron	*1983-1984	1	Gretta Fitzsimmons, Okauchee
*1933-1934	1	Unita (Risch) Farrand, Delafield	1984-1985	7	Charlotte Hoffmann, Bangor
*1934-1935	10	Harriet Hass, Ladysmith	*1985-1986	8	Jermaine Engel, Shawano
*1935-1936	3	Mattie Keenan, Stoughton	*1986-1987	3	LaVon Schurman, Bagley
*1936-1937	1	Eleanor Smith, Racine	*1987-1988	10	Helen Gibson, Eau Claire
*1937-1938	5	Almeda Elbertson, Milwaukee	*1988-1989	7	Alecea Beckley, Onalaska
*1938-1939	9	Gertrude Miller, Appleton	1989-1990	9	Jeanine Conrad, Shiocton
*1939-1940	2	Minnie Sproesser, Watertown	*1990-1991	4	Caroline Neassen, Franklin
*1940-1941	1	Elinor Shager, Sharon	*1991-1992	6	Shirley Reinhardt, Fond du Lac
*1941-1942	9	Gertrude Jerabek, Algoma	*1992-1993	2	Violet Feldmann, Plymouth
*1942-1943	4	Sara Slauson, Wauwatosa	*1993-1994	3	Lucille Kingston, Madison
*1943-1944	11	Lillian Reed, Prentice	1994-1995	6	Diane Duscheck, Markesan
*1944-1945	9	Louella Hurtig, Marinette	*1995-1996	3	Virginia Faust, Cross Plains
*1945-1946	2	Myrtle Wiesner, Plymouth	1996-1997	1	Joyce Bouhl, Lake Geneva
*1946-1947	11	Blanche Sandeman, Rhinclander	1997-1998	9	Diana Blom, Shiocton
*1947-1948	1	Flora Weber, Waukesha	*1998-1999	11	Janiece Fischer, Tomahawk
*1948-1949	3	Louise Onsgard, DeForest	1999-2000	9	Loretta Shellman, Oconto Falls
*1949-1950	3	Marjorie Martin, Stoughton	2000-2001	7	Patricia Smith, Holmen
*1950-1951	10	Bess Wiemer, Independence	2001-2002	11	Katherine Arndt, Tomahawk
*1951-1952	9	Nell Shellman, Oconto Falls	2002-2003	7	Virginia Kodl, Thorp
*1952-1953	5	Mildred Schimmel, Milwaukee	2003-2004	5	Jeanette Rieckhoff, Milwaukee
*1953-1954	2	Gertrude Bandelin, Watertown	*2004-2005	7	Andrea Page, West Salem
*1954-1955	6	Irma Paulsen, Kiel	2005-2006	9	Bernadine Baer, Green Bay
*1955-1956	3	Laura Gray, Madison	2006-2007	8	Diane Kranig, Stevens Point
*1956-1957	5	Edna Krentz, Milwaukee	*2007-2008	3	Rose Wenger, Monroe
*1957-1958	7	Sadie Heth, LaCrosse	2008-2009	10	Sue Vorwald, Roberts
*1958-1959	9	Catherine Staidl, Appleton	*2009-2010	12	Gayle Janson, Grantsburg
*1959-1960	8	Rosella Smith, Wisc. Rapids	2010-2011	3	Florance Wasley, Linden
*1960-1961	11	Jennie Lund, Shell Lake	2011-2012	10	Joan Chwala, Boyd
*1961-1962	1	Bonnie Fuller, Kenosha	2012-2013	4	Diana Sirovina, Milwaukee
*1962-1963	9	Frances Gunderson, Shiocton	2013-2014	3	Joyce Endres, Waunakee
*1963-1964	7	Gertrude Schneider, LaCrosse	2014-2015	10	Teresa Isensee, Boyd
*1964-1965	4	Marian VanEperen, Milwaukee	2015-2016	4	Laura Calteux, Greenfield
*1965-1966	1	Catherine Buckridge, Oconomowoc	*2016-2017	12	Laurel DuBois, Balsam Lake
*1966-1967	9	Sylvia Lokken, Appleton	2017-2018	4	Bonnie Jakubczyk, Oak Creek
*1967-1968	4	Clavia Tews, Milwaukee	2018-2019	6	Char Kiesling, Neenah
*1968-1969	5	Margaret Baumgart, Milwaukee	2019-2021	3	Joanie Dickerson, Bagley
*1969-1970	6	Lynabelle Haberman, Brillion	2021-2022	7	Diane Weggen, Thorp
*1970-1971	1	Pearl Behrend, Racine	2022-2023	9	Linda Coppock, Shiocton
*1971-1972	9	Lorene Doerfler, Kimberly			

## 2023 - 2024 WISCONSIN AMERICAN LEGION OFFICERS

<b>Title</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>
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# 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](mailto: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](mailto:alawi@amlegionauxwi.org)

## **Dayton Care Center – Kenosha**

521 59<sup>th</sup> Street, Kenosha, WI 53140 • 262-657-6122

## **Middleton Memorial Veterans Hospital – Madison – ALA Volunteer Office**

2500 Overlook Terrace, Madison, WI 53705-2254 • 608-280-7178

## **Minneapolis VA Health Care System – Minneapolis**

One Veterans Drive, Minneapolis, MN 55417 • 612-725-2000 • 866-414-5058

## **Oscar G. Johnson Medical Center – Iron Mountain**

325 East H. Street, Iron Mtn., MI 49801 • 906-774-3300 ext. 32780

## **VA Great Lakes Health Care System – Tomah**

ALA Bldg. 407, Room 1739

500 E. Veterans Street, Tomah, WI 54660 • 608-372-1727 ext. 66235

## **Wisconsin Veterans Home – Chippewa Falls**

2175 E Park Avenue, Chippewa Falls 54729 • 715-720-6775

## **Wisconsin Veterans Home – King**

N2665 County QQ, King, WI 54946 • 715-258-5586 ext. 2369

## **Wisconsin Veterans Home – Union Grove**

21425 Spring Street, Union Grove, WI 53182 • 262-878-6700

## **Zablocki VA Medical Center – Milwaukee – ALA Room #70C14**

5000 W. National Ave., Milwaukee, WI 53295 • 414-384-2000 ext. 41804

## **Christmas Gift Shop (Nov-Dec) – Zablocki VA Medical Center**

Hours vary, November - December • Supervisor: Diana Sirovina

## **Poppy Shop (Sept-Apr) – Zablocki VA Medical Center**

Hours vary, September - April • Supervisor: Sue Hembrook  
262-945-9791 or 262-843-4791 • Email: [wipoppyshop@yahoo.com](mailto:wipoppyshop@yahoo.com)

## **The American Legion – Wisconsin**

2930 American Legion Dr., P.O. Box 388, Portage, WI 53901

HQ Office: 608-745-1090 | FAX: 608-745-0179 | [info@wilegion.org](mailto: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](mailto:caldirector@wilegion.org)

# 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.

## CONSTITUTION AND BYLAWS

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

The adoption and regular review of Bylaws should be a standard practice of every unit. 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 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. It would be wise to establish a policy regarding reports that the delegates would be required to give after attending the event.

#### **Donations**

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

#### **Dues**

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

#### **Hospitality**

At meetings, refreshments, etc.

#### **Poppy Program**

Twenty percent (20%) of 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.

#### **Veterans Affairs & Rehabilitation and Children & Youth**

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

#### **Miscellaneous**

Past Presidents pin or gift to outgoing Unit President.

Colors (flags) to Department Convention, funerals and other occasions.

Memorial gifts and sunshine gifts.

Duties of other chairmen.

## INSTRUCTIONS TO UNIT PRESIDENTS

You are entrusted with the success of the year's programs within the unit. May that challenge and the desire to serve God and Country make the year a most satisfying and rewarding experience.

The duties of the unit president as the presiding officer and other officers and chairmen are clearly outlined in the *Unit Guide Book* of the American Legion Auxiliary, which may be ordered from Legion/ Emblem Sales. The Wisconsin ALA "Red Book" contains additional guidelines for the unit president, secretary, treasurer, and program chairs. A Red Book is sent to each unit president at no cost; additional copies may be ordered from Department Headquarters using a supply order form.

1. Ensure all officers and committee appointees are members in good standing before installation and ratification (current year's dues must be paid).
2. Submit a Unit Officers Form listing correct addresses and telephone numbers to Department Headquarters immediately after the unit election each year.
3. Ensure unit bylaws comply with the national and department organization'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](http://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](http://www.emblem.legion.org), or downloaded from the national website ([www.ALAforVeterans.org](http://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: Unit Presidents receive one free copy; additional copies may be purchased from Department Headquarters or downloaded for free from the department website.
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](http://www.emblem.legion.org), or downloaded from national website ([www.ALAforVeterans.org](http://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](http://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](http://www.emblem.legion.org)
5. From The American Legion Department Headquarters: Americanism Program/Scholarship Poster and brochure of County Youth Government Day.
6. Copies of *The Dispatch*. Subscription available from The American Legion website ([www.legion.org](http://www.legion.org)).

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

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

## INSTRUCTIONS TO UNIT SECRETARIES

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

### Duties:

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

### Records:

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

### Minutes:

All regular unit and committee meeting minutes should be recorded, dated and 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 entered.
8. When a committee report is of great importance, the President can order it entered in the minutes.
9. The name and subject of a speaker can be given but remarks should not be summarized.
10. The hour of adjournment.
11. Minutes should be signed by the Secretary. The words "Respectfully Submitted" are not essential in signing the minutes.



## INSTRUCTIONS TO UNIT TREASURERS

The Unit Treasurer shall handle all funds of the unit, including dues from members, and make remittance of department and national dues and special funds to department headquarters. Cash should never be sent through the mail.

### Duties

The treasurer should issue a receipt for all monies received and provide a financial statement regularly to the unit. The financial statement should be referred to the auditor(s) or Auditing Committee according to the requirements in the unit bylaws.

1. All funds of the unit derived from membership dues, Past Presidents Parley dues, fundraising projects, or any other income source, belong in the unit treasury and **shall not be kept in a member's personal bank account.**
2. All bank accounts of the unit treasury should be opened with the unit's federal Employer 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. 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.
2. Checks should be mailed to ALA-Wisconsin, PO Box 140, Portage, WI 53901.
3. Do not mail cash.
4. Enclose one check for each membership transmittal.
5. Enclose one check for all donations and supplies. Include appropriate donation or supply form with payment for accurate distribution.
6. Department will charge a \$25.00 administrative fee for checks returned by the bank.

### Unit Transmittal Forms

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

### Donation Remittance Forms

Updated forms are sent to the unit presidents each year. When sending donations for various projects, units should use the most current donation form indicating what project the donation is for. Donation forms may also be downloaded from the department website ([www.amlegionauxwi.org](http://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](http://www.emblem.legion.org), 1-888-453-4466).

### Membership Supplies

Many membership supplies can be printed for free from the department website, including transmittals, member benefits sheets, new member and PUFL applications, and member change forms. Junior certificates can be downloaded and personalized for free from the Junior Activities page of the national website. Other brochures may be picked up from department headquarters or ordered by using a current membership supplies order form and paying postage rates as indicated.

## **Unit Bonding (Mandatory)**

Per National Bylaws, Article VIII, Section 6: All persons handling funds of the unit shall be bonded by a reputable, solvent bonding and surety company; or shall be covered by fidelity/crime insurance in an adequate amount as determined by the unit. The national organization procures a fidelity bond for all units. Districts and County Councils are not covered by the bond.

The national organization provides the bonding and automatically invoices department for every unit. Department issues an invoice through the unit mailing every three years when the bonding fee is due. **This fee is mandatory.** The current cost is \$17.50 from May 1, 2022 through April 30, 2025. 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 manifest intent is to cause the Auxiliary unit to sustain a loss and for personal gain. Coverage does not apply when the insured has knowledge that a member has committed any fraudulent or dishonest act in the service of the insured and does not cover mysterious disappearance or burglary.

Internal controls are recommended to help prevent losses and provide more reliable financial data.

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

If you need to file a bond claim, notify department headquarters immediately.

## **State Sales Tax Exemption**

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

## **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 state and federal governments. Upon request, units and D/CCs are required by law to make the tax form available for public inspection during regular business hours at the organization's principal office or at a reasonable location if there is no office.

Units and D/CCs that have maintained their exempt status by complying with IRS requirements are in good standing and are tax exempt under the ALA national organization Group Exemption Number (GEN) 0964. **Any unit or D/CC that fails to file the required IRS tax forms for three consecutive years will automatically lose its tax-exempt status as of the filing due date of the third year.** Units and D/CCs that have had their tax-exempt status revoked by the Internal Revenue Service (IRS) for failure to file, or in some instances due to IRS error, are encouraged to initiate appropriate steps to regain tax exempt status.

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

### **Recommended Reinstatement Process of Tax Exempt Status**

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

1. Units and D/CCs should contact the IRS at (toll-free) 877-829-5500. This IRS group is specially trained in tax exempt issues and should be able to answer questions and give direction to resolve the issue.
2. Units and D/CCs may confer with a tax attorney or CPA/tax accountant.
  - a. If tax exempt status is desired, units and D/CCs may retain a tax attorney or CPA/tax accountant knowledgeable in not-for-profit tax matters and exemptions to review the situation and handle reinstatement of tax-exempt status.
  - b. Revoked units and D/CCs have the option of being a taxable entity. If a unit or D/CC loses its tax-exempt status and chooses to remain a taxable entity, the unit or D/CC must file the appropriate annual income tax forms with the IRS and notify donors that donations are not tax-deductible.
3. If a tax attorney, CPA or tax accountant's review of the details regarding tax exempt status revocation determines that the revocation was due to IRS error, the unit or D/CC may send documentation that supports the error to ALA National Headquarters, Attention: Compliance Division. The ALA National Headquarters staff will forward the documentation disputing the IRS error to the National Judge Advocate for review and appeal assistance when appropriate.

### **Not-for-Profit Corporation**

Incorporation provides legal protection for an organization by limiting the liability of the individual members of the organization. The 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.

### **Use of ALA Name and Trademark**

Units, counties and districts are permitted by the national organization to use the name and trademarks of the American Legion Auxiliary. ALA national headquarters must approve the use of the ALA emblem to ensure compliance with legal requirements. Requests to use the ALA emblem must be submitted in writing. See "Use of the American Legion Auxiliary Emblem" section in this Red Book for details.

## INSTRUCTIONS TO UNIT MEMBERSHIP CHAIRMEN

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

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

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

If an applicant applies for membership through the service of a veteran who is living, the veteran must be a current member of The American Legion. A woman who joins the American Legion Auxiliary under her brother cannot claim eligibility for her daughters or granddaughters.

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

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

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

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

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

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

## Application Forms

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

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

All applications for senior and junior members must:

1. be dated.
2. be signed by the applicant, or parent/guardian if a minor child.
3. include the applicant's complete mailing address and zip code.
4. include the complete name of the veteran, and if living, also include the post number and location of where they are a member.
5. be signed by the Legion Post Adjutant or another officer of the Legion Post 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, the member must either pay back-dues or prove present eligibility. If the member is lapsed for a year or two, the unit should verify eligibility still stands and submit the member's dues on a 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 should verify the individual is still eligible, complete a Member Change Form checking the "rejoin" box, and submit it to department headquarters with dues and the Members' Dues Payment Form on which the member is listed.

### Transfer Procedure

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

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

### Membership Dues

Units must forward \$34.00 for each senior member and \$5.25 for each 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. Units waiting for the Adjutant or Post Officer to sign an application, should send the new member's dues and application with the next transmittal form.

## **Back Payment of Dues**

Submit a Past Dues Transmittal Form with the member's ID number and name. On the front, indicate what year the member is paying for.

## **Address Changes**

It is important that all members receive the *Wisconsin* publication and national magazine. Be certain names and addresses are listed correctly on the rosters when they are received from national. Submit a Member 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. Various discounts for eyewear, hearing aids, etc. with proof of membership. See the member benefits sheet on the department or national websites for details.
3. Eligibility for emergency assistance through the Auxiliary Emergency Fund (AEF) after three years of continuous membership.
4. Eligibility to receive interest-free loans to pursue higher education through the Education/M. Louise Wilson Educational Loan Fund.
5. The *Wisconsin*, the Department's bimonthly newspaper, which is included with The American Legion's *Badger Legionnaire* publication.
6. The national *Auxiliary* magazine subscription and other publications.
7. The chance to proudly wear the ALA emblem or membership pin. Pins may be purchased from Emblem Sales.
8. The opportunity to attend meetings, conferences, conventions, seminars and classes; to provide valuable volunteer services; and to fulfill your leadership desires with other members of a patriotic service organization dedicated to veterans, the military and their families.
9. Members who have paid their current year's dues are eligible to represent the unit as a delegate or alternate at department convention if elected at a unit meeting called for that purpose.
10. There are opportunities for each member of a veteran's family: The American Legion, American Legion Auxiliary, Sons of the American Legion, and American Legion Riders.

## **Paid-Up-For-Life (PUFL) Membership – paid by member**

Any member in good standing is entitled to apply for PUFL membership. Applications are available from department headquarters. The national constitution and bylaws gives every member the right to be a PUFL member.

Circle the appropriate fee on the fee rate chart located on the back of the PUFL application according to your age and unit dues and place the amount in the blank provided. Unit secretaries must complete a portion of the application 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. PUFL members are transferable from unit to unit.

## **Honorary Life Membership (HLM) – paid by Unit**

Units may give honorary life membership to members who have given outstanding service to the American Legion Auxiliary 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](http://www.emblem.legion.org). Honor Guards may be worn by members whose dues have been paid prior to January 31<sup>st</sup> 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](http://www.emblem.legion.org), or downloaded from the national website ([www.ALAforVeterans.org](http://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 AMERICAN LEGION AUXILIARY EMBLEM OR BRAND MARK**

Written permission is needed to use the American Legion Auxiliary emblem or brand mark on any printed products that are not purchased through Legion Emblem Sales. 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, name of vendor's contact person, address, phone, and email address. Completed forms and pictures should be emailed to the Department Secretary, who will obtain permission from the national organization. Permission is given for one-time use only. Each time an item is reordered, permission must be requested again. This applies to all programs. Last year's permission does not apply to this year's project!

## **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. A written annual report form must be completed and submitted each year to document the unit's activities. Please keep accurate accounting of the money, material goods, and hours expended in your work and check the Annual Report Form for deadlines.

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

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

If you want to report an activity for which there is no impact category listed and you believe the activity serves the mission, include the information on the ALA Annual Program Narrative Report to describe what you did. Stories, pictures, newspaper clippings, flyers, and other ALA mission-related activities are important and should be submitted to the appropriate program 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](mailto:ALAMagazine@ALAforVeterans.org).

## ALA IN THE KNOW

The purpose of ALA in the Know presentations is to engage and educate the American Legion Family. Every 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 are asked to 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 be active in promoting Flag Day, Americanism in schools, Veterans in Community Schools, study of the U.S. Constitution, observing patriotic holidays, ALA Badger Girls State, scouting, the Americanism Essay Contest, and history of the Pledge of Allegiance. Units are urged to participate and assist with The American Legion programs such as American Legion Baseball, 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](http://www.amlegionauxwi.org)) or the national website ([www.ALAforVeterans.org](http://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 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:** ALABGS is a program 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.

**Reservation Form:** Information on ALABGS, including a reservation 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. Be academically eligible and recommended by their school to participate.
4. Have outstanding qualities of leadership, good moral character, cooperativeness, dependability, and participation in extracurricular activities.
5. Have good health and be physically fit.
6. If the considered applicant has a disability, whether the handicap is temporary or permanent, a supplementary written application is required to the Executive Director, ALA Badger Girls State, PO Box 140, Portage, WI 53901.

**On-line Registration:** Schools will receive an initial ALABGS mailing in October. Sponsored schools will receive on-line registration instructions after the 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 15<sup>th</sup>. Cancellations and refund requests postmarked or emailed after April 15<sup>th</sup> will be assessed a \$50 processing fee for each delegate reservation cancellation, resulting in a partial refund issued to the sponsor. **NO REFUNDS will be issued after May 1<sup>st</sup>.** There is an appeal process in special cases regarding refunds. The Executive Director will handle appeals on a case-by-case basis.

**Medical Info:** A google form is available on the ALABGS website ([www.alabgs.org](http://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](http://www.alabgs.org)) and a short online quiz will verify the participant's knowledge after the orientation.

**Delegate Session Information:** Session information for ALABGS delegates is posted on the ALABGS website ([www.alabgs.org](http://www.alabgs.org)) around March 1<sup>st</sup>. 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 Auxiliary Emergency Fund (AEF) initially came from an estate inherited from an American Legion Auxiliary member, Mrs. Helen Colby Small of Wisconsin. By action at the national convention in Houston, TX (1971) the proceeds from this inheritance were designated to fund this project. The fund is perpetuated by the contributions from units through their departments. Units are encouraged to make donations to this fund.

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

The unit AEF chairman should be aware of the following rules:

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

Further information is available through the unit mailings, the *Wisconsin* publication, and postings on the department website ([www.amlegionauxwi.org](http://www.amlegionauxwi.org)) or national website ([www.ALAforVeterans.org](http://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 and served as an inspirational role model for the organization and the community.

To be eligible for a Good Deed Award, the youth must have donated time and/or money for a worthy cause and served as a great example of community service. Nomination forms are available from the department chair or may be downloaded from the department or national websites. Unit nominations should be submitted to the Department Secretary who will certify and forward the information to the national chair for consideration.

Units are encouraged to financially support the Veterans & Family Assistance Fund as donations 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](http://www.amlegionauxwi.org)) or the national website ([www.ALAforVeterans.org](http://www.ALAforVeterans.org)).

### **CHILD WELFARE FOUNDATION**

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

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

Further information is available through the unit mailings, the *Wisconsin* publication, the department chair, and postings through the department website ([www.amlegionauxwi.org](http://www.amlegionauxwi.org)) or the national website ([www.ALAforVeterans.org](http://www.ALAforVeterans.org)).

### **COMMUNITY SERVICE**

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

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

Further information is available through the unit mailings, the *Wisconsin* publication, the district and department chairmen, and postings through the department website ([www.amlegionauxwi.org](http://www.amlegionauxwi.org)) or the national website ([www.ALAforVeterans.org](http://www.ALAforVeterans.org)).

### **EDUCATION**

The purpose of the Education program is to promote quality education for children and adults through classroom activities, literacy programs, scholarship promotion, support education beyond high school especially for military children, and 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 from department headquarters or from the website ([www.amlegionauxwi.org](http://www.amlegionauxwi.org)). Applications may be duplicated.

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

#### **Eligibility for Wisconsin Auxiliary scholarships:**

1. Students may apply for scholarships regardless of when the veteran served.
  - a. Applicant must be a child, grandchild, great-grandchild, step-child, step grandchild, step great-grandchild, wife or widow of an honorably discharged American veteran.
  - b. An applicant who is a member of the Wisconsin American Legion Family does not need to reside in Wisconsin.
2. Applicants must:
  - a. Need financial assistance to continue their education.
  - b. Have at least a 3.5 GPA on a 4.0 grade base.
  - c. Be a resident of Wisconsin, except as noted in 1(b).
3. School selected need not be in Wisconsin but must be an accredited school.
4. Judges reserve the right to determine the type of scholarship awarded. Judge's decision is final.

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

#### **Responsibility of Applicant:**

1. Scholarship application must:
  - a. Be signed by the president or secretary of a sponsoring American Legion Auxiliary unit in your community. Units may sponsor more than one department scholarship applicant.
  - b. Be postmarked no later than the deadline listed on the application.
  - c. Include applicant's name on each page of scholarship material submitted.
2. Applicant should select his/her own school and make all arrangements for entrance.

**Data Required:** (all information will remain confidential)

1. Completed application with list of student activities, community involvement, offices held, awards received, etc.
2. Essay must be typed and doubled spaced, not to exceed 300 words, per the essay titles listed on application.
3. At least three letters of recommendation from at least two of the following categories:  
Note: Recommendations from relatives are not acceptable.
  - a. School administrators, guidance counselors, faculty members (no more than two)
  - b. Pastor, businessmen from community (no more than two)
  - c. Representative citizen (only one)
4. Transcript (high school applicants only) including:
  - a. Cumulative GPA at end of 7<sup>th</sup> semester
  - b. The point base for grade point system used
  - c. Subjects and grades for 7<sup>th</sup> 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 mother or the applicant must be a member of a Wisconsin American Legion Auxiliary unit.

### **Van Deuren Memorial Scholarship:** One - \$1,000 award

This scholarship is funded by a bequest from Roselie Van Deuren. To qualify for this scholarship, either the mother or the applicant must be a member of a Wisconsin American Legion Auxiliary unit.

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

### **Past Presidents Parley Scholarships:** Maximum of Three - \$1,000 awards

These scholarships have been made possible through a legacy from Harriet Hubbard and through donations to the Past Presidents' Parley scholarship fund.

- **Harriet Hubbard Registered Nurse Scholarships:** no more than two \$1,000 awards  
Applicant must be in nursing school or have positive acceptance to an accredited hospital or university Registered Nurse program.
- **Health Career Scholarships:** no more than two \$1,000 awards  
Course of study need not be a 4-year program. Hospital, university or technical school program is acceptable.

## National Scholarships:

Each year the national organization of the American Legion Auxiliary awards the following scholarships: Children of Warrior's National President's Scholarship, Spirit of Youth Scholarship, National Non-Traditional Student Scholarship, and the Junior Member Loyalty Scholarship. Please see current national scholarship application for specific eligibility and requirements. Application forms may be obtained by contacting Wisconsin Auxiliary Department Headquarters, P.O. Box 140, Portage, WI 53901 or the department website ([www.amligionauxwi.org](http://www.amligionauxwi.org)).

It is the applicant's responsibility to have the scholarship form signed by a local American Legion Auxiliary unit. Units may only sponsor one applicant for each national scholarship that is offered.

In the event Wisconsin's selected applicants for national scholarships do not win a national award, they shall receive a department award of \$1,000, payable in two installments to the financial aid office of the institution that the recipient will be attending, if they have not received a department scholarship award previously.

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

American Legion Auxiliary Badger Girls State (ALABGS) Scholarships in the amount of \$500 each are offered to citizens of the most recent ALABGS session who plan to attend a college, university or approved technical school. The ALABGS Committee will determine the number of scholarships awarded. Scholarship applications will only be sent to delegates/citizens who 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. Since 1925 the maintenance and growth of the fund has been entirely dependent upon the repayment of loans and voluntary contributions from units and friends of the American Legion Auxiliary.

The purpose of the fund is to aid women veterans and female members of the Wisconsin American Legion Auxiliary to attain a higher education.

An interest-free loan of \$800.00 may be paid annually and can be renewed for up to five years, for a total loan limit of \$4,000.00, to women enrolled in college on a full-time basis. There shall be no interest charged unless the loan is in default.

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

Contact the Department Education Chairman for an application and additional information.

**GENERAL RULES:**

1. Applicant must be a resident of the State of Wisconsin and a female member of the American Legion Auxiliary.
  - a. Membership in the American Legion Auxiliary must continue until the loan is paid in full.
  - b. If membership is discontinued, no additional loans will be granted.
2. Applicant must be a graduate of an accredited high school with a scholastic average that would place her in the upper half of her class.
3. Application must include:
  - a. Certified 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 fifty dollars (\$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](http://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, grouped separately so they may be offered a program appropriate to their age and level of understanding (Group 1: Infant through 8 years; Group 2: 9 through 12 years; Group 3: 13 through 18 years).

Junior groups function as a committee of the unit, selecting their own chairman, but under the guidance of an advisor. Americanism should be their major activity, but all Auxiliary programs can be adapted for their participation. Details regarding Junior Activities are contained in the *Junior Activities Handbook*, available from the Emblem Sales catalog, 1-888-453-4466 or [www.emblem.legion.org](http://www.emblem.legion.org), or downloaded from the national website ([www.ALAforVeterans.org](http://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](http://www.amlegionauxwi.org)) or the national website ([www.ALAforVeterans.org](http://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.

A half-day Leadership Course conducted by a member of the Leadership Committee is available to all units, counties and districts. The registration cost of the course is \$5.00 per person. Leadership Guide Books are available for \$5.00 each. Unit, county or district presidents should contact the Department Leadership Chair to request a workshop in their area.

Further information is available through the unit mailings, the *Wisconsin* publication, the district and department chairmen, and postings through the department website ([www.amlegionauxwi.org](http://www.amlegionauxwi.org)) or the national website ([www.ALAforVeterans.org](http://www.ALAforVeterans.org)).

## LEGISLATIVE

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

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

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

For contact information and a list of officials go to: <https://legis.wisconsin.gov>. Members of Congress can also be found at [www.senate.gov](http://www.senate.gov) and [www.house.gov](http://www.house.gov).

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

## MUSIC

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

One of the best and easiest ways to bring music into unit meetings is for all members to sing a song or two at the start and/or end of their meetings. If songbooks are not available, have the words typed so that everyone may join in song. Units are encouraged to include the national anthem in opening ceremonies and to use the Auxiliary theme song "To the Auxiliary" or "God Bless America." If you 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, blood donor program, ROTC/ JROTC recognition programs, POW-MIA awareness, supporting the Gold Star/Blue Star banner program, and participating in Operation Homefront and welcome home celebrations.

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](http://www.amlegionauxwi.org)) or the national website ([www.ALAforVeterans.org](http://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 American Legion Auxiliary. Its objective is the promotion of the activities of the Auxiliary, with special consideration given to female veterans. Eligibility to membership in the PPP is based on two factors: 1) a member must have served as President of the American Legion Auxiliary on the unit, county, district, or department level, and 2) unit dues must have been paid for the current year.

A past president is: 1) a member who served as president for one full year, or 2) a member who served as president for part of the year and who, due to illness or conditions beyond their control, had to terminate their tenure, or 3) any vice president acting as president due to the resignation or death of the president. Note: If presidents succeed themselves in office, they are considered a past president after the end of their first term and may then join the PPP.

The PPP recognizes the contributions of valued unit members through the Mentor of the Year award and assists deserving students who are pursuing an education in nursing or healthcare fields through the scholarship program. 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 from individuals, units and parleys, minus PPP expenses. Any unit or member can donate to the PPP Scholarship Fund. Continued support of these scholarships is dependent on the amount of money raised through PPP dues and donations. 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 who are current members of the unit.

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](http://www.amlegionauxwi.org)) or the national website ([www.ALAforVeterans.org](http://www.ALAforVeterans.org)).

## **CAVALCADE OF MEMORIES**

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

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

The Past Presidents Parley Chair is responsible for updating the Cavalcade of Memories. Past Department Presidents' treasures are identified in the cabinet with name and year served. A permanent record is kept at department headquarters with the name of the president, year served, description of 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](http://www.amlegionauxwi.org)) or the national website ([www.ALAforVeterans.org](http://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 \$25.00.
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	\$25.00	10	\$16.50
500	\$125.00	50	\$82.50
1000	\$250.00	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 blanks are mailed to units and posts and can be found on the department website ([www.amlegionauxwi.org](http://www.amlegionauxwi.org)) or call ALA Headquarters at 608-745-0124.
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 15<sup>th</sup>. 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. There is no guarantee that orders received after December 15th will be filled.

#### Poppy Profits:

1. Previous resolutions regarding the poppy program are rescinded because they are superseded by Resolution No. 20 approved at the National American Legion Executive Committee meeting on May 8-9, 2013.
  - a. Funds derived from poppy distributions shall only be used for: the rehabilitation of veterans honorably discharged from the United States Armed Forces after April 6, 1917; the welfare of the families of veterans of the above named period; the rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in service hospitals; the welfare of veterans, active military personnel, and the families of veterans and active military personnel of the above named period **where financial and medical need is evident.**
  - b. Funds collected prior to May 8, 2013, are to be used per previous guidelines and do not include active duty service members or their families.
  - c. Funds collected after May 8, 2013 may be used for active duty military and families meeting the conditions stated.
2. Department Convention action in 1928 mandated that 20% of poppy 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.
3. 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. Eighty percent (80%) of the profits derived from distributions stay with the unit and/or post for use as detailed in Sections 1a-1c.
4. Department Bylaws provide that two separate fund records must be maintained, a general fund and a welfare fund; however, they may be kept in one account. All poppy profits shall be placed in the welfare fund (Veterans Affairs & Rehabilitation and Children & Youth) and used for veterans/active duty service members and children's service work.

**Although the following is not a comprehensive list, Poppy Funds CANNOT be used for:**

1. Any general operating fund of a department, unit or post.
2. Compensation for any volunteers who distribute poppies.
3. Any community service project that does not strictly benefit the welfare of an individual veteran, military service member, or the welfare of his/her immediate family and dependents.
4. General maintenance, beautification or improvement projects of American Legion or Auxiliary facilities, including adding ramp(s) to a post home.
5. Investments, even those that would bring profit to the unit or post.
6. POW/MIA programs.
7. Memberships, including other veteran support organizations such as Gold Star Mothers.
8. Contributions to the Auxiliary Emergency Fund.
9. ALA Girls State/Girls Nation fees.
10. Flags or flagpoles.
11. Scholarships which do not restrict eligibility solely to military service members or their children, or where the financial need is not evident.
12. Mileage, travel or lodging expenses; registration or conference fees; or costs incurred by a person – including ALA members, volunteers and staff – to attend any meeting, conference or event about veterans.
13. Attire or uniforms used by volunteers or staff in promoting or conducting ALA program activity or business.
14. 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 fund 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](http://www.amlegionauxwi.org)).

Poppy day supplies are available from Emblem Sales at (888) 453-4466 or [www.emblem.legion.org](http://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](http://www.amlegionauxwi.org)) or the national website ([www.ALAforVeterans.org](http://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 channels of information to our membership is our bi-monthly newspaper – the American Legion Auxiliary *Wisconsin*. The *Wisconsin* is included within The American Legion's *Badger Legionnaire* publication. It is the link between department and all senior members. The *Wisconsin* publication highlights our programs, contains valuable information for unit operation, and can be shared with the community. It is important to the success of the ALA that members receive and read the publication. Members should advise department headquarters of all address changes via a Member Change Form.

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

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

## **PUBLIC RELATIONS**

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

### **Internal Communications:**

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

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

### **External Communications:**

The goal of all external communications is to use the Auxiliary emblem and branding to build public awareness of our organization. Electronic images are available from department for use on printed publications and media. For appropriate use of the American Legion Auxiliary emblem 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 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 and their families, ensuring restoration and/or transition to normally functioning lives – physically, mentally, socially and vocationally. This program includes bringing awareness to the plight and ever-increasing number of homeless veterans, supporting rehabilitation of veterans through art therapy by raising money to fulfill our obligation as a corporate sponsor of the National Veterans Creative Arts Festival (NVCAF), and 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](http://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.
- 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 veteran benefits and veteran representatives, finding and recommending local resources, and that often needed smile of encouragement and friendship.

Further information is available through the unit mailings, the *Wisconsin* publication, the Department Chair, and postings through the department website ([www.amlegionauxwi.org](http://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 VAWS 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.

## **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](http://www.amlegionauxwi.org)) or Camp website ([www.campamericanlegion.org](http://www.campamericanlegion.org)).

## **WISCONSIN AMERICAN LEGION AUXILIARY BOWLING ASSOCIATION, INC.**

The American Legion Auxiliary is the sponsoring body of the Wisconsin American Legion Auxiliary State Bowling Association, Inc.

Its purpose shall be to promote good fellowship among units and members of the American Legion Auxiliary by conducting an annual 9-Pin Tap Bowling Tournament, usually in early April. Since this is not a sanctioned tournament, units are encouraged to register a team of four senior members. Units interested in hosting a tournament in their area should contact the Bowling Chair/Tournament Director for details.

## **NATIONAL AMERICAN LEGION AUXILIARY FOUNDATION**

The national American Legion Auxiliary Foundation positively impacts the lives of our veterans, military, and their families by funding programs of the American Legion Auxiliary. The monies of the ALA Foundation mission endowment fund 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 100<sup>th</sup> Department  
Convention Middleton, Wisconsin  
July 2021**

### 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 - ELIGIBILITY

**Section 1.** Eligibility for membership in the American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion governing documents shall be provided as a footnote to this Constitution for information purposes and shall be updated as appropriate.<sup>1</sup>

<sup>1</sup> Membership in the American Legion Auxiliary shall be limited to the:

- (1) Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
- (2) Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917 to November 11, 1918 and any time after December 7, 1941 who being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility period and died in the line of duty or after honorable discharge;
- (3) Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility period and died in the line of duty or after honorable discharge; and
- (4) 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.

#### **Article IV**

##### **DEPARTMENT OFFICERS**

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

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

#### **Article V**

##### **DEPARTMENT EXECUTIVE BOARD**

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

**Section 2.** The Department Executive Board shall be comprised of all elective officers, Alternate National Executive Committee person and the district president from each district. The Department Executive Board members have full voting authority.

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

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

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

#### **Article VI**

##### **NATIONAL OFFICERS**

**Section 1.** The department shall elect a National Executive Committee person 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 Committee person 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 Committee person, 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 Committee person 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 fifty members or major faction thereof which it shall have in excess of fifty members, whose District dues have been paid, and whose State and National dues have been received by the Department Executive Secretary-Treasurer at least thirty days prior to the date of the Convention. No Unit shall be entitled to be represented unless it has at least ten members whose District, Department and National dues for the current year have been paid.

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

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

**Article VIII**  
**NATIONAL CONVENTION**

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

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

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

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

**Article IX**  
**AMENDMENTS**

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

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

# AMERICAN LEGION AUXILIARY DEPARTMENT OF WISCONSIN

## BYLAWS

As Approved by the 102<sup>nd</sup> Department Convention  
Rothschild, Wisconsin  
July 2023

### Article I ELECTION OF OFFICERS

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

Department President and Senior Vice President

The following officers shall be elected annually at the department convention by plurality vote of the ballots cast. When there is but one candidate, the nominee can be elected by voice vote or acclamation.

First Vice President, Second Vice President, Historian and Chaplain

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

Executive Secretary-Treasurer, Parliamentarian, Sergeant-at-Arms and Assistant Sergeant at Arms

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

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

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

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

**Section 5.** If a vacancy occurs for the 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; appoint or hire a parliamentarian; appoint members of standing committees; create such other committees and appoint members thereon as deemed advisable; appoint all officers not otherwise provided for, with the approval of the Department Executive Board; serve as ex-officio member of all committees with the exception of Finance and perform such other duties as are usually incident to the office; be the official representative of the department with authority to designate a department Vice President or other qualified member to represent the department at public ceremonies and meetings.

1. The Department President shall, not less than 90 days prior to the annual department convention, appoint a Constitution and Bylaws Committee consisting of the department chair of Constitution and Bylaws and four members chosen from the delegates. This committee shall meet prior to the opening of the convention for consideration of all amendments to the Constitution and Bylaws, which have been submitted up to the time of said meeting. The department parliamentarian shall serve as advisor.
2. The Department President shall, not less than 90 days prior to the annual department convention, appoint a Standing Rules Committee consisting of the department chair of Standing Rules and two members chosen from the delegates. This committee shall meet prior to the opening of the convention for consideration of all amendments to the Standing Rules, which have been submitted up to the time of said meeting.
3. The Department President shall at least seven days before the date of the annual department convention, appoint a Credentials Committee consisting of a chair and the twelve district presidents. The Department Executive Secretary-Treasurer shall furnish them with certified copies of the list of such delegates and the number of delegates that each unit is entitled to, prior to the opening of the convention, and such committee shall prepare a report to be given at the time specified in the order of business.
4. The Department President shall, not less than 30 days prior to the annual department convention, appoint a Resolutions Committee consisting of five members chosen from the delegates.
  - a. Resolutions presented by an individual member must be approved by the unit or district to which the member belongs. Resolutions must be received at department by June 1. Copies of these resolutions shall be transmitted to units not less than 30 days before department convention.
  - b. Any resolution not approved by a unit or district, or when the district conference is held after June 1, must be approved by the appropriate department chair of the program to which the resolution pertains. The department chair will submit approved resolutions to the Resolutions Committee for consideration.
  - c. The Resolutions Committee will forward any approved resolutions with a financial impact to the Finance Committee for their approval.

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

**Section 3.** Department Vice Presidents: Department First and Second Vice Presidents shall perform such duties as shall be assigned to them by the Department President. If the Department President and Senior Vice President are unable to fulfill the duties of the President, the Department Executive Board shall designate the First Vice President to function as President with like powers and duties during such absence, sickness or inability.

**Section 4.** The department Executive Secretary-Treasurer shall record proceedings of the department convention and the Department Executive Board meetings; keep all records of the department; transmit reports and bulletins of all department standing committees and send out all literature and calls of meetings; be the custodian of the funds of the department and account for the same; sign checks in disbursing the funds of the organization; and make reports upon the condition of the department treasury when called for by the Department President. To external audiences only, the title shall be Executive Director.

**Section 5.** 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 6.** 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 7.** 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. Any national chair or committee member whose expenses are paid by the national organization shall fill delegate positions available after subsections 1 and 2 are met. If there is no available opening, these individuals would be placed on the alternate list with priority after the district presidents.
4. A Wisconsin candidate for the office of National Historian or National Chaplain may be a delegate after all other subsections of this Article are satisfied. If there is no available opening, these individuals would be placed on the alternate list with priority after the individuals from subsection 3.
5. 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, possibly at their spring or fall conferences, or by executive action. Names of nominees shall be sent to department headquarters as soon as selected and no later than July 1<sup>st</sup>. 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.
6. 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 and shall serve as Delegation Chair. In the event the designated Delegation Chair is absent for any reason, the Department President shall be the acting chair.

**Section 3.** All delegates to the national convention must attend all sessions of the convention unless illness prevents. Should this occur, the delegate not in attendance must file in writing with the delegation secretary the reason for the absence. It shall be the duty of the delegation secretary to see that roll is taken at each session and missing members held to account. An absent delegate must forfeit 10% of the expenses being paid by the department for each missed session.

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

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

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

#### **Article IV**

##### **DISTRICT ORGANIZATION**

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

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

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

**Section 4.** The District President shall submit a list of units, whose district dues have not been paid, to department headquarters 30 days prior to the department convention.

#### **Article V**

##### **STANDING COMMITTEES**

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

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

1. If a member is absent in the Finance Committee meeting, the Department President shall act as a voting member. In case of resignation or death of a member of the Finance Committee, the President shall fill the vacancy by appointment, and such newly appointed member shall serve for the duration of the unexpired term.
2. The Committee's decision on routine financial matters shall be final between department conventions unless overruled by a two-thirds vote of the Executive Board. In non-budgeted financial matters, the Department President may ask for a decision of the Department Executive Board, either at a special meeting, by electronic means, or by mail.

3. This committee shall meet at least two times a year, or at the call of the Department President. It shall be their duty to budget the expenditures of the department, check on all bills pertaining to all funds of the department, determine reimbursable expenses for officers and committees on official call, decide what property or equipment shall be purchased by the department and the sum to be expended for this.

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

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

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

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

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

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

**Section 6.** The American Legion Auxiliary Badger Girls State, Inc. and Wisconsin American Legion Auxiliary State Bowling Association, Inc. are incorporated bodies, carrying on their separate functions as prescribed in their articles of incorporation and standing rules, provided they are not in conflict with the department bylaws and standing rules. Meetings of these committees shall be scheduled with the approval of the Department President.

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

**Section 8.** The Junior Activities Committee shall have a chair and vice chair appointed by the Department President.

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

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

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

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

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

**Section 14.** The Legislative Chair shall automatically be the immediate Past Department President.

**Article VI**  
**SUBSIDIARY ORGANIZATIONS**

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

**Article VII**  
**UNIT ORGANIZATION**

**Section 1.** The smallest administrative unit of this organization shall be termed the unit and shall be given the name, location and number of The American Legion post to which it is attached. Each unit shall have a minimum membership of ten (10) senior members, with the sole exception of the department headquarters unit that will have no minimum membership requirement. No unit shall be received into the organization until it shall have received a charter. A unit desiring a charter shall apply to department headquarters and a charter will be issued by the national president and secretary whenever recommended by the department president, provided that the application for charter shall be first approved by the commander and adjutant of the post to which the unit is to be attached.

**Section 2.** The elective officers of each unit shall be a president, one or more vice presidents and a treasurer. The secretary, historian, chaplain and such other officers as may be deemed necessary may be elected or appointed at the discretion of the unit.

**Section 3.**

1. The Executive Committee shall be composed of the president, immediate past president, vice president, treasurer and secretary and such other members either elected or appointed as the unit may deem advisable.
2. The unit president shall appoint such other committees as may be necessary.

**Section 4.**

1. Each unit, when receiving its charter, automatically adopts the department constitution and department bylaws, but the unit shall draft its own bylaws covering rules pertinent to local situations.
2. The unit shall belong to the designated district organization in conformance with department and national bylaws. Any unit that fails to comply with this provision shall be subject to review by the Department Executive Board and appropriate disciplinary action shall be taken.
3. All units shall submit a copy of their bylaws to department headquarters for approval.

**Section 5.** The National Counsel General of the American Legion Auxiliary has ruled that The American Legion post to which a unit is attached may not revoke nor threaten revocation of its unit's charter.

**Section 6.** The duties of unit officers shall be similar to the duties of the corresponding department officers.

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

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

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

**Article VIII**  
**DISCIPLINE**

**Section 1.** For any violation of the national or department constitution and bylaws and/or standing rules by any department officer of the Auxiliary, the Department Executive Board may remove that individual from office.

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

**Section 3.** Any unit whose charter has been so revoked may appeal to the department convention for the purpose of obtaining a reconsideration of the revocation of its charter upon written petition signed by at least fifty percent (50%) of the members of the unit.



**Section 4.** For any violation of the unit, department or national constitutions, or for conduct improper and prejudicial to the welfare of the Auxiliary or of The American Legion, any member may be expelled from membership or any officer removed from office by two-thirds vote at a unit meeting duly called for that purpose, said expulsion or removal to be binding only in the event said member or officer shall have been given at least fifteen days notice in writing by the unit secretary of the charges and the hearing thereon. Either party has the right of appeal to the Department Executive Board, or the action thereon shall be final.

Any expense related to said appeal shall be the responsibility of the appellant.

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

#### **Article IX**

#### **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.

#### **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 102nd Department Convention  
Rothschild, Wisconsin  
July 2023**

### **Department and National Conventions, Executive Board Meetings and National Meetings**

It is the policy of the Department that:

1. The annual fall Executive Board meeting be called as soon as possible.
2. The Department President has authority to call to the Department Executive Board meetings and convention such chairpersons and members of standing committees as deemed necessary.
3. A condensed copy of proceedings of each Executive Board meeting be sent to the Executive Board members, Department Chairpersons and Past Department Presidents.
4. The Standing Rules shall be reviewed annually by the Department Chair of Standing Rules and the Standing Rules Committee, and the office copy updated after the department convention by the Department Executive Secretary-Treasurer to reflect any change as approved by the delegates at the convention. The Executive Secretary-Treasurer is authorized to edit the office copy for spelling, punctuation, and grammar for reasons of flow and readability.
5. Expenses for members of the Department Executive Board, Chairpersons, Sergeant-at-Arms, Assistant Sergeant-at-Arms, Parliamentarian, and personal page of the Department President and personal page of the Executive Secretary-Treasurer at the department convention shall be transportation and hotel, as allowed by the Finance Committee annually. Any other expenses for department convention must be approved by the Finance Committee annually.
6. It shall be the duty of the Department Executive Secretary-Treasurer to arrange housing for the Official Family who attend department and national meetings.
  - a. Members attending meetings at department expense shall accept the housing arranged by the Department Executive Secretary-Treasurer. In the event a member's spouse is part of the official family of The American Legion, the member has the option of which headquarters hotel to stay at.
  - b. Past Department Presidents, neither serving as a Department Chair nor an honored guest, wishing housing at department events 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 beginning Thursday noon to the conclusion of the convention. Actual expenses shall be allowed, i.e. mileage, lodging and meals, as approved by the Finance Committee annually. Mileage for out-of-state residents will be calculated from the most recent Wisconsin home unit to the convention city. The Department Executive Secretary will make arrangements if the honored guest so requests.

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 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 President shall have the option of hiring a professional registered Parliamentarian to serve for the duration of the department convention, with the approval of the Finance Committee.
17. The Department Executive Board shall meet at least three times a year, the meeting to be held immediately after the close of the department convention and at the same place, and thereafter at the call of the President, the last meeting to be held immediately before the department convention and at the same place. Upon request made in writing to the Department President by one-third of the members of the Department Executive Board, the President shall call a special meeting of the committee at a time determined by the Department President. The Department President shall call special meetings of the Department Executive Board and determine appropriate times and places, with the approval of the Finance Committee.
18. Department Executive Board meetings and other committee meetings may be held via conference call as needed.
19. 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.
20. 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 candidate for Department President is encouraged to plan a theme, design president and membership pins, and formulate a plan of action and such other duties as required. This process shall begin no more than one year in advance of the election for term of office being sought.
5. A National Officer Leadership Fund be established for any Wisconsin candidate for national office and the office of Central Division National Vice President (when it is Wisconsin's turn), to be made available at the discretion of the Finance Committee.
  - a. Any prospective candidate shall be required to submit the request for funds along with projected budget in advance.
  - b. Additional funds for the required purchase of gifts for national officers, chairpersons, etc. be available at the discretion of the Finance Committee.
  - c. At the discretion of the Finance Committee, any remaining funds after expenses and election, donated by the American Legion Family to a National Officer Leadership Fund, shall be made available for a gift to the national headquarters or to a fund for either Divisional Vice President, National Chaplain, National Historian or a candidate running for National President.
6. In the event Wisconsin has a candidate for national office, a committee should be established to support the candidate and function until the conclusion of the term of office.

## **ALA in the Know**

It is the policy of the Department that:

1. Up to six regional information conferences, to be known as "ALA in the Know," be held each year at locations around the state.
2. Units near the selected site for each meeting be contacted for assistance in providing logistics for the meeting.
3. All members, regardless of district affiliation, all Legion Family members and members of the community be encouraged to attend any ALA in the Know.
4. Prepared presentations to be done by a selected team with entire program prepared by team members.
5. Expenses to be provided to only those on the selected team, as allowed by the Finance Committee annually.

## **Guide for Department President**

It is the policy of the Department that:

1. The Department President shall receive a monthly allowance for expenses incidental to the 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 dinner and entertainment for the Past Department Presidents at the department convention.

4. Official visits of the Department President shall be to:
  - a. ALA Badger Girls State, Fall and/or Spring Conferences in each district, ALA in the Know, the three VA medical centers in Wisconsin, the three Wisconsin Veterans Homes, Dayton Care Center and the two associate VA medical centers.
  - b. The American Legion functions where the President is invited to attend or where the Department Commander requests the President's attendance, testimonials for the Department Commander and the SAL Detachment Commander, and other testimonials for Wisconsin Legion Family members prominent at the national level. Any gift presented to be at his/her personal expense.
5. Appointment of Hospital Representatives, Deputies and Associate Hospital Representatives in Veterans Administration Medical Centers, Wisconsin Veterans Homes, and Dayton Care Center is made annually by the Department President, after consultation with the Department Veterans Affairs & Rehabilitation Chair, and subject to the approval of the Department Executive Board.
  - a. One Representative/Associate Representative shall be appointed to each Veterans Administration Medical Center, the Wisconsin Veterans Homes and Dayton Care Center.
  - b. Each Wisconsin Veterans Administration Medical Center and the Wisconsin Veterans Home at King shall have a minimum of two deputies. If the facility's patient population is sufficiently high, a third deputy may be appointed.
  - c. All associate hospitals, the Wisconsin Veterans Homes at Chippewa Falls and Union Grove, and Dayton Care Center may each have one deputy.
6. No gifts be accepted by the Department President from firms, individuals or organizations doing business with the American Legion Auxiliary, Department of Wisconsin.
7. 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.
8. The Department President or a representative shall attend the funeral service of a deceased Past Department President.
9. The Department President shall see that provisions of the National and Department Constitutions and Bylaws, regulations and policies established thereunder shall be observed.
10. In cooperation with the Department Executive Board, the Department President shall be responsible for the enforcement of discipline and maintenance of good conduct on the part of the units and their members as provided in Article VIII of Department Bylaws.
11. The Department President shall also appoint from time to time such other committees as deemed necessary or shall be provided for by the Executive Board or by the Department Convention.
  - a. The Department President shall appoint a Chair and Vice Chair to the ALA in the Know program who serve staggered two-year terms and appoint other team members as necessary to vacancies.
  - b. The Department President shall appoint a Vice Chair of the Finance Committee annually from among the three members who have been appointed to that committee.
12. The Department President shall give a report at the annual Department Convention.
13. The Department President shall not waive rights to the Department Executive Secretary-Treasurer or any other person, permitting them to sign the president's name to applications for charters or the charters issued by the national headquarters or any other legal document pertaining to the department.
14. The Department President shall be responsible for implementation of the official Personnel Policies as approved by the Office Policy Committee.
15. The Department President shall review the financial records of the department on a monthly basis, to include but not limited to, the Profit and Loss Statement; check register, payroll records, credit card statements, investment statements, etc.

## Guide for Executive Secretary-Treasurer

It is the policy of the Department that:

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

15. 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.
16. 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.
17. 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.
18. The Department Executive Secretary-Treasurer shall receive from the Units, Counties and Districts, their funds for Department and National purposes, properly recording same.
19. 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.
20. 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.
21. The Department's accounts shall be audited by a Public Accountant, said audit to be completed at least one week before the annual department convention.
22. The Department Executive Secretary-Treasurer shall pay and deliver to his/her successor all money, vouchers, books and papers belonging to the Department.
23. The Department Executive Secretary-Treasurer shall be responsible for implementation of the official Personnel Policies as approved by the Office Policy Committee.
24. The Department Executive Secretary-Treasurer shall be under the supervision of the Department President.

### **Programs**

1. Retiring Department Officers, Department Chairpersons, and District Presidents be required to submit a job analysis and compile a file of clippings, reports and records, which will serve as a guide to their successors.
2. No Department Officer, Department Chairperson, committee member, or individual member may solicit funds for a special project at the Department level or at The American Legion functions without the consent of the Department Executive Board. In the event consent is given, funds must be channeled through Department Headquarters earmarked for the approved project.

### **Children & Youth**

It is the policy of the Department that:

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

### **Junior Activities**

It is the policy of the Department that:

1. The Juniors function under a Junior Activities Program of the American Legion Auxiliary. Each District President shall appoint a District Junior Activities Chair.
2. The Department Junior Activities Chair and Vice Chair complete satisfactory background checks prior to serving in their positions and every two years thereafter. The cost of the background check will be billed to the Junior Activities account.
3. A Junior Fall Meeting and Department Junior Conference be held every year.
4. A registration fee of \$5.00 be allowed at all Junior Auxiliary Conferences to help defray expenses.

## Leadership

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

### M. Louise Wilson Educational Loan Fund

It is the policy of the Department that:

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

## Membership

It is the policy of the Department that:

1. Each member shall have a membership application on file and all applicants for membership shall fill out said form. In the case of eligibility through a deceased relative, the service record must be secured from the Adjutant General, County Service Officer, or other appropriate authority.
2. Dues:
  - a. The revenue of the American Legion Auxiliary shall be derived from the annual membership dues of Senior and Junior members, and from such other sources as may be approved by the Department Executive Board.
  - b. The membership year of this Department shall be from January 1<sup>st</sup> to December 31<sup>st</sup> 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 31<sup>st</sup> 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**

Department Dues .....	\$16.00
National Dues & National Magazine .....	<u>\$18.00</u>
<b>TOTAL .....</b>	<b><u>\$34.00</u></b>

#### **Junior Membership**

Department Dues .....	\$2.75
National Dues .....	<u>\$2.50</u>
<b>TOTAL .....</b>	<b><u>\$5.25</u></b>

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

### **Disbanding a Unit**

It is the suggestion of Department that the procedure for disbanding a Unit 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 Team.
  - a. Letters are to be sent to all senior members to inform them of the proposal to disband the Unit, stating a specific date for members to discuss options with the Department and/or District Membership Team.
  - b. The Post will also be invited to attend this meeting.
2. After the Revitalization Team has exhausted all means to save the Unit, the following will apply:
  - a. A Unit with fewer than 10 Senior members requesting to relinquish their charter for cancellation must send an advance written notice to their membership.
  - b. The Unit must vote to relinquish their charter for cancellation at a regular Unit meeting, or by written response.
  - c. The Unit with fewer than 10 Senior members will request the District President present a motion to the Department Executive Board to disband the Unit and relinquish the charter.
  - d. If a motion to disband is adopted at the Department level, a motion to disband must be brought before the National Executive Committee.
  - e. If the National Executive Committee approves the motion to disband, the Unit will be notified to surrender its charter to Department Headquarters immediately.
  - f. Financial accounts must be closed at an appropriate time by authorized individuals and balances forwarded to Department Headquarters immediately.
  - g. Website and social media pages are to be shut down as soon as possible.
  - h. Documentation at every step must be dated and submitted to the Department Executive Secretary- Treasurer for filing at headquarters.
3. The dissolution process must be conducted in accordance with regulations of the State of Wisconsin, as stated in the Wisconsin State Statutes 188.085. The Unit or its agent will notify the IRS by filing the IRS 990/990EZ/990N for the final fiscal year of the Unit's operation by checking the "Final Return" box and submitting the form.
4. Note: This checklist is not a substitute for legal advice from a competent attorney licensed in Wisconsin. Obtaining legal advice concerning a Unit's specific circumstances is highly recommended if the Unit is considering dissolution.

### **Past Presidents Parley**

It is the policy of the Department that:

1. The Past Presidents' Parley function as a Standing Committee of the American Legion Auxiliary.
2. The Department Past Presidents' Parley Chair be a Past Department President appointed according to seniority beginning with the year 1968-1969 and shall be responsible for:

- a. The issuance of Past President's Parley cards and arrangements of the annual Parley meeting.
- b. Updating the Cavalcade of Memories.
3. The living Past Department President who is the Honored Guest at the annual Department Convention shall be the Honored Guest at the Past Presidents' Parley Convention meeting.
4. In the event of the death of a Past Department President prior to the time he/she is to be honored at Department Convention, a memorial of \$30.00 shall be sent to the ALA Foundation at the time of passing, acknowledgement to be sent to the next of kin or the Past Department President's Unit and incorporated in the convention report.
5. Any Unit Vice President serving the Unit as acting President during the major portion of the year, due to the death or resignation of the Unit President, shall be eligible to become a member of the Past Presidents' Parley.
6. One becomes a Past President of Unit, County, District or Department when the term of office is terminated before a full year of service due to circumstances beyond his/her control and is entitled to a Past President's pin and to belong to the Past Presidents' Parley.
7. Names of Past Presidents who are current members of the Unit, together with dues of \$5.00 each, to be returned to Department Headquarters by February 1<sup>st</sup> annually.
8. The Past Presidents' Parley Chair, the Department Chaplain, and the Department President are responsible for a Memorial Service for deceased Past Department Presidents at the Department Convention.
9. The immediate Past Presidents' Parley Chair, with the incoming Parley Chair, shall serve in an advisory capacity with the current Past Presidents' Parley Chair to study and evaluate recommendations to be submitted to the annual Parley meeting.
10. The set of flags given by the Past Presidents' Parley be presented by the Past Presidents' Parley Chair to the outgoing Department President at the time the Past President's pin is given at the Installation Ceremony at Department Convention.
11. The Past Presidents' Parley Chair be apprised by the Education Committee of the Past Presidents' Parley Scholarship winners before any announcement is made of those winners.
12. A complimentary ticket and corsage will be offered to the "Unit Member of the Year" and "Active -Duty Service Woman of the Year" for the Recognition Reception at the Department Convention to be paid out of the Past Presidents Parley Fund.
13. Members of the Department of Wisconsin Past Presidents Parley shall work together to develop an award for the Outstanding Mentor of the Year to acknowledge and recognize such service based on recommendation by unit members in meeting the established criteria of the Past Presidents Parley. This award to be presented at the annual Department Convention from nominations received.
14. The incoming Department President may choose a Past Department President rather than the National Executive Committeeperson to preside at installation.

### **Poppy Program**

It is the policy of the Department that:

1. The Poppy Shop be entirely under the direction of the Department Executive Secretary-Treasurer. The duties of the Supervisor and Assistant Supervisor to be defined by the Department Executive Secretary- Treasurer.
2. All poppies shall be made by veterans for which a donation of \$0.10 per small poppy and \$0.40 per large poppy be given to the Veteran poppy maker.
3. The price of purchasing poppies is \$0.25 per small poppy and \$1.65 per large poppy.
4. Examples of prices:

Small Poppies		Large Poppies	
100	\$25.00	10	\$16.50
500	\$125.00	50	\$82.50
1000	\$250.00	100	\$165.00

5. The poppy profits from the industry itself 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 Poppy Princess to promote the poppy program in their respective areas. She may enter the Miss Poppy Publicity Book Contest. She must be a member of the American Legion Auxiliary.

### **Subsidiary Organizations**

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

### **Unit – County – District**

It is the policy of the Department that:

1. The organization of new Units be completed within 60 days from the date the material is first received at Department Headquarters.
2. Each Unit shall obtain bond for all office and members from the Department Executive Secretary - Treasurer. There will be a minimum yearly fee, payable for 3 years in advance set by the Finance Committee.
3. Any Department project which requires the solicitation of funds from Units must have the prior approval of the Department Executive Board. In the event such approval is given, all funds must be sent to Department Headquarters earmarked for the approved project.
4. No individual or member of the American Legion Auxiliary may solicit funds for a special project at the Unit, county or district level of the American Legion Auxiliary or The American Legion without the consent of the respective governing body. In the event consent is given, funds must be channeled through the respective Treasurer and earmarked for the approved project.
5. Each Unit, County or District be responsible for the expense of the visit of any Department Officer or Department Chair who may be an invited guest.
6. Any person representing the Department President shall be treated with the same courtesy given the Department President. A protocol information sheet is available upon request from Department Headquarters.
7. County organizations of the Department of Wisconsin shall have a primary objective of promoting membership, shall be included on the Department mailing list, and be acknowledged for membership achievements.
8. A leadership orientation for the six continuing District Presidents and the six newly elected District Presidents be held each year prior to the department convention. This meeting will be held at Department Headquarters with expenses as determined by the Finance Committee annually.
9. Each District pays \$25.00 annually to the Department to help defray the expenses of the Department President or designated representative to district conferences.
10. When monetary awards are made 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.
11. Any member or officer desiring information on a given program shall write directly to the Department Chair or the Department President as listed in the current Red Book.
12. As a courtesy, Unit members who are a Department Chair or Committee member, District Page, District Secretary, District Sergeant-at-Arms, or County President; or who may not be a Department Delegate-at-large, may be elected a Unit Delegate to the department convention.
13. Unit officers shall be elected annually or biennially at a meeting called for that purpose. This meeting shall be held in May or June. An installation ceremony is strongly encouraged for newly elected officers. Officers shall assume their duties immediately following their election or at a time as indicated by the Unit's Bylaws. Such assumption of duties shall take place no later than department convention.

14. Each Unit President must forward an Annual Impact Report to the respective District President and Narrative Reports on all programs to Department Headquarters.
15. Each Unit shall maintain at least two separate funds, namely a General and a Rehabilitation Fund; all poppy profits shall be placed in the Rehabilitation Fund and used wholly for service work.

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

16. Districts 1, 3, 5, 7, 9, and 11 shall conduct election of Officers in even-numbered years and Districts 2, 4, 6, 8, 10, and 12 shall elect in odd-numbered years, except in cases where a vacancy has occurred. In such event, appointment or election shall be effective immediately for the unexpired term. A member who 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.
17. District installations are encouraged as models for Units. Such installations will take place at the adjournment of the Spring Conference at which an election is held. Official installation of the District President will be at department convention, at which time all District Officers shall assume their duties.
18. The District President shall be the presiding officer of the District Conference and of all other District meetings; have general advisory powers over Units within the District; be the official representative of the District; and have the authority to designate a District Vice President or other qualified member to represent the District at public ceremonies and meetings.
19. Each District President shall promote the organization of additional Units within the District and assist in increasing the membership of Units already established.
20. When a Unit is transferred from one district to another, membership totals and quotas for each district will be revised by the Department to reflect the change.
21. Each District President 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.
22. 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.
23. Each District President shall write and submit an article for the *Wisconsin* detailing the activities within the district.
24. Each District Historian shall compile a District history annually and submit it to the Department Historian immediately following the District Spring Conference.
25. Each District shall review their District Constitution and Bylaws and Standing Rules and submit a copy to the appropriate Department Chair for approval after each revision. Upon approval, the Chair will forward a copy of the document to Department Headquarters to include in their file.
26. The District President shall each year submit to Department Headquarters for the incoming Department President's consideration, names of qualified members from the district capable of accepting Department appointments.

### **Veterans Affairs & Rehabilitation**

It is the policy of the Department that:

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

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

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

It is the policy of the Department that:

1. The American Legion Auxiliary Department of Wisconsin is the sponsoring body of the Badger Girls State program; 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.
2. The Badger Girls State program be administered by American Legion Auxiliary Badger Girls State Inc., as a standing committee of the Department.
3. All ALABGS staff and guests who will be staying overnight at ALABGS complete satisfactory background checks prior to serving in their positions, and every two years thereafter. The cost of the background checks to be billed to the ALABGS account.

#### **Amendments**

These Standing Rules may be amended at a Department Convention by a majority vote of those delegates present and voting.

**MEMBERSHIP STATISTICS**  
**TOTAL NUMBER OF MEMBERS IN WISCONSIN**  
**AS OF 12/31/2022 PER NATIONAL**

<b>YEAR</b>	<b># Members</b>
1992	34,522
1993	34,584
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 Unit Membership Goals are posted  
on the Department website:  
[www.amlegionwi.org](http://www.amlegionwi.org) > Membership tab

## 2022 MEMBERSHIP TOTALS AS OF 12/31/2022

### DISTRICT 1 (32 UNITS)

Unit	Location	#Members	Unit	Location	#Members	Unit	Location	#Members
048	Beloit	19	045	Elkhorn	17	209	Orfordville	81
449	Brookfield	276	237	Footville	18	071	Pewaukee	101
079	Burlington	23	183	Genoa City	31	130	Sharon	15
494	Caledonia	54	294	Hartland	71	293	Silver Lake	33
440	Clinton	18	021	Kenosha	28	552	Somers	19
450	Darien	17	024	Lake Geneva	57	544	Twin Lakes	50
196	Delafield	46	382	Menomonee Falls	67	171	Union Grove	60
095	Delavan	71	375	Mukwonago	158	102	Walworth	36
535	Eagle	14	356	Muskego	14	008	Waukesha	32
188	East Troy	10	091	Oconomowoc	48	361	Wilmot	28
030	Edgerton	13	399	Okauchee	37			

### DISTRICT 2 (42 UNITS)

Unit	Location	#Members	Unit	Location	#Members	Unit	Location	#Members
462	Adell	12	157	Horicon	89	243	Plymouth	133
483	Allenton	87	522	Hubertus	44	082	Port Washington	67
146	Beaver Dam	81	420	Hustisford	18	271	Poynette	22
412	Belgium	32	486	Jackson	82	145	Random Lake	15
401	Cambria	48	164	Jefferson	36	190	Reeseville	22
288	Cedarburg	165	305	Johnson Creek	27	208	Rio	23
062	Columbus	18	015	Juneau	72	470	Saukville	178
166	Fort Atkinson	55	384	Kewaskum	82	083	Sheboygan	30
521	Fox Lake	107	067	Lake Mills	56	149	Sheboygan Falls	28
387	Franklin	58	216	Lodi	50	270	Theresa	31
410	Fredonia	19	347	Lomira	37	233	Waterloo	36
321	Germantown	41	069	Mayville	90	189	Watertown	77
355	Grafton	168	457	Mequon-Thiensville	75	036	West Bend	31
019	Hartford	28	215	Pardeeville	41	187	Wisconsin Dells	38

### DISTRICT 3 (47 UNITS)

Unit	Location	#Members	Unit	Location	#Members	Unit	Location	#Members
144	Albany	30	348	DeForest	38	085	Muscoda	72
251	Argyle	40	097	Dodgeville	8	141	New Glarus	46
335	Avoca	65	184	Fennimore	18	042	Platteville	64
482	Bagley	63	308	Gays Mills	24	068	Prairie du Chien	19
433	Barneveld	32	510	Hollandale	40	013	Richland Center	66
551	Beetown	15	109	Lancaster	23	257	Ridgeway	22
453	Belmont	20	493	Linden	38	105	Shullsburg	12
313	Black Earth	26	383	Lone Rock	82	220	Soldiers Grove	80
142	Blanchardville	23	151	Madison	15	446	Steuben	32
134	Boscobel	52	481	Madison	47	059	Stoughton	162
352	Cassville	14	501	Madison	62	333	Sun Prairie	118
491	Cazenovia	30	437	Maczomanie	70	385	Verona	98
248	Cottage Grove	14	534	McFarland	92	447	Viola	40
245	Cross Plains	196	170	Mineral Point	36	360	Wauwaukee	135
503	Dane	28	084	Monroe	137	458	Wauzeka	21
214	Darlington	90	229	Mt. Hope	51			

## 2022 MEMBERSHIP TOTALS AS OF 12/31/2022

### DISTRICT 4 (10 UNITS)

Unit	Location	#Members	Unit	Location	#Members
416	Greendale.....	99	415	Milwaukee.....	12
299	Hales Corners.....	12	537	Milwaukee.....	88
018	Milwaukee.....	25	434	Oak Creek.....	151
180	Milwaukee.....	46	027	South Milwaukee.....	54
192	Milwaukee.....	11	120	West Allis.....	18

### DISTRICT 5 (6 UNITS)

Unit	Location	#Members
001	Milwaukee.....	41
331	Milwaukee.....	10
406	Milwaukee.....	33
448	Milwaukee.....	22
455	Milwaukee.....	12
479	Milwaukee.....	19

### DISTRICT 6 (24 UNITS)

Unit	Location	#Members	Unit	Location	#Members	Unit	Location	#Members
340	Berlin.....	15	152	Menasha.....	12	199	Reedsville.....	19
329	Briggsville.....	44	454	Mt. Calvary.....	47	043	Ripon.....	52
126	Brillion.....	38	033	Neenah.....	129	478	Saint Cloud.....	24
222	Campbellsport.....	17	124	New Holstein.....	89	477	Saint Nazianz.....	34
125	Chilton.....	77	156	N. Fond du Lac.....	14	128	Stockbridge.....	25
075	Fond du Lac.....	65	234	Omro.....	50	165	Two Rivers.....	15
306	Green Lake.....	104	070	Oshkosh.....	46	210	Waupun.....	51
282	Markesan.....	42	366	Princeton.....	21	364	Winneconne.....	90

### DISTRICT 7 (39 UNITS)

Unit	Location	#Members	Unit	Location	#Members	Unit	Location	#Members
040	Bangor.....	52	417	LaCrosse.....	23	398	Plain.....	23
026	Baraboo.....	37	242	LaValle.....	25	350	Reedsburg.....	35
129	Black River Falls.....	8	175	Loyal.....	86	065	Rome.....	16
200	Black River Falls.....	17	081	Mauston.....	63	100	Sparta.....	66
133	Camp Douglas.....	21	439	Melrose.....	34	253	Spring Green.....	7
202	Chaseburg.....	50	507	Mindoro.....	18	315	Stoddard.....	16
116	Coon Valley.....	47	073	Neillsville.....	100	368	Taylor-Hixton.....	21
115	Elroy.....	28	110	New Lisbon.....	24	118	Thorp.....	169
238	Greenwood.....	34	172	North Freedom.....	24	201	Tomah.....	105
284	Holmen.....	130	541	Northfield.....	38	051	West Salem.....	187
320	Humbird.....	16	336	Onalaska.....	145	155	Westby.....	27
309	Kendall.....	20	467	Ontario.....	48	508	Wilton.....	42
052	LaCrosse.....	100	123	Owen.....	13	206	Wonewoc.....	22

### DISTRICT 8 (28 UNITS \*)

Unit	Location	#Members	Unit	Location	#Members	Unit	Location	#Members
339	Almond.....	32	014	Iola.....	20	117	Shawano.....	15
341	Birmamwood.....	34	161	King.....	53	006	Stevens Point.....	80
217	Bonduel.....	21	469	Marathon.....	96	239	Tigerton.....	22
456	Caroline.....	19	054	Marshfield.....	70	358	Unity.....	59
392	Cecil.....	13	107	Mosinee.....	14	520	Vesper.....	23
063	Clintonville.....	45	263	New London.....	52	010	Wausau.....	154
391	Fremont.....	113	153	Pittsville.....	58	317	Wautoma.....	58
390	Gresham.....	6	543	Plover.....	29	442	Wisc. Rapids.....	40
343	Hancock-Coloma.....	69	509	Rosholt.....	53	502	Wittenberg.....	34

\*370 Wild Rose-Chartered in June 2023



## 2022 MEMBERSHIP TOTALS AS OF 12/31/2022

### DISTRICT 9 (37 UNITS)

Unit	Location	#Members	Unit	Location	#Members	Unit	Location	#Members
523	Abrams	54	372	Forestville	33	136	Niagara	10
236	Algoa	9	300	Gillett	28	074	Oconto	36
428	Amberg	36	325	Goodman	16	302	Oconto Falls	22
038	Appleton	115	011	Green Bay	77	461	Pembine	47
066	Athelstane-Silver Cliff	55	055	Hortonville	65	337	Pulaski	89
332	Black Creek	31	041	Kaukauna	29	106	Seymour	132
538	Carlton	18	029	Kewaunee	23	512	Shiocton	122
319	Casco	17	060	Kimberly	67	044	Wabeno	52
280	Coleman	52	342	Lena	28	402	Washington Island	18
094	Crandon	11	258	Little Chute	34	150	Wausaukee	26
413	Crivitz	62	476	Loomis	24	524	White Lake	31
363	Denmark	28	262	Luxemburg	49	436	Wrightstown	66
377	Elcho	24						

### DISTRICT 10 (44 UNITS)

Unit	Location	#Members	Unit	Location	#Members	Unit	Location	#Members
224	Alma	84	098	Cumberland	80	267	New Auburn	8
017	Arcadia	33	181	Durand	15	080	New Richmond	40
291	Augusta	53	053	Eau Claire	118	324	Osseo	69
240	Baldwin	30	459	Eleva	26	365	Plum City	43
212	Barron	22	204	Ellsworth	77	259	Prairie Farm	17
357	Bay City	33	207	Elmwood	41	061	Prescott	75
295	Bloomer	24	354	Ettrick	59	087	Rice Lake	63
326	Boyd	71	376	Fall Creek	36	511	Ridgeland	34
550	Brackett	34	264	Gilmanton	35	121	River Falls	162
159	Cadott	25	168	Glenwood City	16	111	Somerset	51
194	Cameron	13	432	Hammond	19	227	Spring Valley	17
179	Chetek	40	540	Haugen	35	137	Turtle Lake	12
077	Chippewa Falls	30	186	Independence	60	330	Wilson	35
131	Colfax	18	158	Maiden Rock	25	301	Woodville	34
353	Cornell	23	154	Mondovi	55			

### DISTRICT 11 (22 UNITS \*)

Unit	Location	#Members	Unit	Location	#Members	Unit	Location	#Members
090	Ashland	30	318	Lake Tomahawk	47	480	Presque Isle	23
451	Boulder Jct	19	547	Lublin	69	274	Rib Lake	13
272	Butternut	71	424	Mercer	25	371	Saxon	16
532	Fifield	37	089	Minocqua	33	452	Spirit	43
359	Gilman	6	025	Odanah	20	519	Stetsonville	36
058	Hurley	19	182	Park Falls	39	431	Three Lakes	84
362	Kennan	24	122	Phillips	22	093	Tomahawk	83

*\*464 Land O Lakes-Chartered in June 2023*

### DISTRICT 12 (23 UNITS)

Unit	Location	#Members	Unit	Location	#Members	Unit	Location	#Members
278	Balsam Lake	44	499	Gordon	74	465	Minong	10
049	Bayfield	14	185	Grantsburg	86	143	St. Croix Falls	50
379	Birchwood	58	218	Hayward	31	316	Sheldon	25
268	Bruce	66	396	Indian Creek	32	132	Siren	28
487	Cable	30	394	Loretta	28	012	Spooner	35
346	Centuria	18	255	Luck	30	435	Superior	72
108	Clear Lake	17	254	Milltown	17	096	Webster	49
425	Exeland	46				303	Winter	27

## WISCONSIN DEPARTMENT CONVENTIONS (LOCATION/DATE)

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

## CALENDAR OF EVENTS

*(subject to change)*

### 2023-2024

#### **FALL 2023**

**ALA in the Know Conferences**  
(Important Info for Every Member)

September 9, 2023 at  
American Legion Post #360, Waunakee

September 16, 2023 at  
Tigerton Community Center, Tigerton

September 30, 2023 at  
American Legion Post #121, River Falls

#### **JANUARY 2024**

##### **TAL Midwinter Conference**

January 18-21, 2024  
La Crosse

#### **APRIL 2024**

**WALA State Bowling  
Association Tournament**  
April 6-7 and April 13-14, 2024  
Sports Page Bowl, Medford

#### **JUNE 2024**

**American Legion Auxiliary  
Badger Girls State**  
June 16-21, 2024  
UW-Oshkosh

#### **JULY 2024**

**Department Convention**  
July 11-14, 2024  
Appleton

#### **AUGUST 2024**

**National Convention**  
August 24-29, 2024  
New Orleans, Louisiana

### 2024-2025

#### **FALL 2023**

**ALA in the Know Conferences**  
(Important Info for Every Member)  
Dates/Locations to be Determined

#### **JANUARY 2025**

**TAL Midwinter Conference**  
January 16-19, 2025  
Appleton

#### **APRIL 2025**

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

#### **JUNE 2025**

**American Legion Auxiliary  
Badger Girls State**  
June 15-20, 2025

#### **JULY 2025**

**Department Convention**  
July 17-20, 2025  
Green Bay

#### **AUGUST 2025**

**National Convention**  
August 23-28, 2025  
Tampa Bay, Florida

### FUTURE EVENTS

#### **DEPARTMENT CONVENTION**

2026: Appleton  
2027: Middleton

#### **NATIONAL CONVENTIONS**

2026: Louisville, KY  
2027: Kansas City, MO

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## NOTES

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF WISCONSIN  
2022-2023 STATISTICS**

Statistics are current as of May 26, 2023 and are based on the annual year-end reports from 213 of Wisconsin's 361 Units.

Wisconsin has approximately 16, 000 members - grandmothers, mothers, sisters, spouses, daughters and granddaughters of veterans.

**OUR SERVICE FOR VETERANS AND MILITARY:**

Number of Veterans/Military assisted: 28,209  
Hours volunteered: 183,273  
Dollars spent: 361,907  
Dollar value of in-kind donations: \$70,572  
Number of poppies purchased for distribution in WI: 243,625  
Number of poppies purchased by other states: 84,100  
Poppy dollars raised to support veterans: 331,864  
Number of veterans who made poppies: 8

**OUR SERVICE FOR MILITARY FAMILIES:**

Number of military families served: 4,849  
Hours volunteered: 34,211  
Dollars spent: \$56,824

**OUR SERVICE FOR CHILDREN/YOUTH:**

Number of children & youth served: 26,898  
Hours volunteered for Legion Family youth activities: 9,922  
Dollars spent on children & youth: \$36,408

**OUR SERVICE THRU ALA BADGER GIRLS STATE:**

Hours volunteered: 5,379  
Dollars spent: \$260,380  
Number of ALA Badger Girls State delegates in 2022: 505

**SCHOLARSHIPS:**

Number of scholarships awarded: 218  
Dollar amount of local scholarships: \$64,930  
Dollar amount of Department scholarships: \$21,000

**OUR SERVICE IN OUR COMMUNITIES:**

Hours volunteered: 153,176  
Dollars spent: \$230,533

# American Legion Auxiliary Department of Wisconsin

## District Map - 72 Counties

