

2020-2021
Membership Guidelines



AND
Processing Procedures



AMERICAN LEGION AUXILIARY

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MOST MEMBERSHIP FORMS ARE AVAILABLE ON THE DEPARTMENT WEBSITE!!

To: Unit Membership Chairmen

From: Heather Wilson, Membership Clerk

IMPORTANT!!! IF YOU ARE NOT THE PERSON WHO WILL BE HANDLING THE 2021 MEMBERSHIP DUES FOR YOUR UNIT, PLEASE PASS THIS COMPLETE PACKET ON TO THE PROPER PERSON.

This packet of information is being mailed to the 2020-2021 Membership Chairmen.

Colleen Phillips will continue to serve as 1st Vice President & Department Membership Chairman for another year, she has chosen the same “TEAM” **T**ogether **E**veryone **A**ccomplishes **M**ore as the 2020-2021 Ohio Membership Theme. We encourage you to try to use this in your Units themes this year.

The items enclosed in this packet are as follows:

1. Pre-printed Membership Cards and Roster
2. Membership Guidelines/Processing Procedures
3. Two 2021 Membership Dues Transmittal Forms (may be copied or found on our website)
4. 2021 Dues Chart (may be copied or found on our website)
5. Two Member Data Forms (may be copied or found on our website)
6. Order Form (may be copied or found on our website)
7. Back Dues Form (may be copied or found on our website)
8. Blank Cards and applications

Department Headquarters will begin processing 2021 dues on or after August 1, 2020. Please feel free to call Department Headquarters. We are here to help.

MEMBERSHIP GUIDELINES AND PROCESSING AND PROCEDURES

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Congratulations on being Membership Chairman! This manual is a condensed version of the National Membership Manual to help you understand how dues are processed. The task of being a Membership Chairman can be simple if instructions are followed and records are kept in order. Questions are sure to arise throughout the year, so please feel free to call Department Headquarters at any time. We are here to help.

National Headquarters sets rules and regulations that each Department and Unit must follow. It is recommended that every Membership Chairmen, Secretary and President have a **Unit Guidebook**. This handbook is published by the National American Legion Auxiliary and is full of information concerning many aspects of the Auxiliary. You can obtain a Unit Guidebook from Emblem sales at www.emblem.legion.org

A "School of Instruction" is held in September to help Unit Presidents, Secretaries, Membership Chairmen and Program Chairmen with the coming year. You and all members are encouraged to attend to learn more about the operations and procedures of the American Legion Auxiliary. Information concerning the 2020-21 School of Instruction will be sent to the Unit President in August.

Section 1

2021 Dues Disbursement

The dues paid to the American Legion Auxiliary Department of Ohio are disbursed as follows:

	Seniors	Juniors
National Dues	\$12.00	\$2.50
V.A. & R	.75	.75
Children & Youth	.25	.25
National Convention	.30	.00
Department Convention	.20	.00
Buckeye Messenger	1.50	.00
General Fund	<u>8.00</u>	<u>2.75</u>
TOTAL	\$23.00	\$6.25

As with each Unit, National and Department also have expenses. Please try to explain this when a member complains that the dues are "too high". \$12.00 of Senior dues and \$2.50 of Junior dues are sent to National to fund projects and to cover operating expenses. The cost of publishing and mailing the Buckeye Messenger has increased tremendously. The Department of Ohio is similar to any other business office. The General Fund is used for operating expenses, i.e. postage, utilities, paper and printing.

Unit Goals

National determines the Membership Goal for each Department; Our Department Membership Chairman and Membership Team help put together the Units Goals. *If your Unit was Goal or above on May 31, 2020. Use final membership total and increase by One.* Unit Membership of 10-100 - *Use final membership total and increase by One.* Unit Membership of 101-200 - *Use final membership total and increase by Two* Unit Membership of 201 or more members. *Use final membership total and increase by Three.* All Junior Unit Membership - *Use final membership total and increase by One.*

These goal numbers will be published in Buckeye Messenger going out at the end of August.

As a membership-driven, non-profit patriotic service organization, the American Legion Auxiliary could accomplish very little without its members and their individual dedication to our mission. The very fact that we have nearly 750,000 members carries tremendous influence and clout as we lobby for veterans' issues along with the rest of the Legion Family. Through our various programs, our dedicated members impact the lives of veterans, military, and their families, as well as the general public. The future of the ALA and the continuation of our great work depends on our ability to recruit and retain members. In short, without our members, the ALA could not exist.

These Guidelines offer information on who is eligible, guidance on recruiting and retaining members, and membership processing procedures.

Section 2

Membership Eligibility

Membership in the American Legion Auxiliary is defined in the National Constitution under Article III, Section 1. Each unit of the ALA is responsible for verifying eligibility and deciding its membership, as provided in the National Bylaws. However, this responsibility is subject to the restrictions of the national governing documents. Once eligibility is established, applicants who meet the eligibility requirements may become members of an Auxiliary unit. A member of a unit is also a member of the department and the national organization. By payment of dues to the unit, a member also contributes to the support of her department (state) and the national organization.

Membership in the American Legion Auxiliary shall be limited to:

The grandmothers, mothers, sisters, spouses, and direct and adopted descendants of members of The American Legion; the grandmothers, mothers, sisters, spouses, and direct and adopted descendants of all men and women who were in the Armed Forces of the United States during any of the following periods and died in line of duty or after honorable discharge; and those women who of their own right are eligible for membership in The American Legion:

April 6, 1917 to November 11, 1918; World War I

December 7, 1941 to the date of cessation of hostilities as determined by the Government of the United States; Gulf War/War on Terrorism

In a female same-gender marriage, if one of the female spouses is a member of The American Legion (or who is eligible for membership in The American Legion and becomes a member of The American Legion, same as the membership requirement for any spouse of a wartime veteran meeting the Legion's eligibility criteria), then the other female spouse is eligible for membership in the Auxiliary.

The matter of same-gender spouses and membership eligibility are addressed in the ALA Dept. Operations Guide. Even prior to the recent Supreme Court ruling on the universal legality of same-gender marriages, if a same-gender marriage was allowed in the state in which the department is incorporated, then the female spouse of the female veteran who is a member of The American Legion was and is eligible to become a member of the American Legion Auxiliary. If the couple moved to a state where same-gender marriages had not been recognized, they remained members of the Legion and Auxiliary provided they remain members in good standing (paying their dues current or not being removed for disciplinary reasons). Their membership could not have been revoked because they joined the Legion and /or Auxiliary in a state that recognized same-gender marriage and then moved to a state that did not.

The 6/26/15 Supreme Court decision requires all states to recognize same-gender marriages, so the information in the ALA Dept. Operations Guide will be updated to reflect that same-gender marriages must now be recognized in all states,

and that the Legion and ALA will continue to accept into membership those individuals who meet membership eligibility criteria regardless of the gender of their spouses.

Gender is determined by the gender specified on the person's driver's license or other legal document verifying gender at the time the ALA applicant's membership eligibility is determined. A person's gender specific physical body parts determine gender. If the person has not undergone the complete sex-change medical/surgical transformation and there are no official documents attesting the person's gender at the time of application, then the person is not yet eligible for membership. The person becomes eligible for membership at such time as the gender transformation is completed and, other ALA membership eligibility criteria having been met, the person can produce documentation attesting that the person is legally classified a female.

According to The American Legion's Constitution, Legion membership eligibility is open to anyone who is in continued honorable service during a period of war (serving active duty, and eligible from the day they become active) or who has been honorably discharged during a time of war or conflict (even if the person was honorably discharged after serving only one day).

Other factors to consider when determining membership eligibility:

When a request for ALA membership is based on the military service of a family member who is still living. That family member must be a member of The American Legion before the female relative may join.

When a request for ALA membership is based on a deceased veteran who was not a member of The American Legion, the prospective member will be asked to provide verifying documentation that proves her eligibility (see acceptable documentation below).

When a woman veteran applies to join the ALA without being a member of The American Legion and if her service dates fall within one (1) of the eligible service periods as described in the National Constitution, Article III, Section 1, she is eligible to join. However, should her family members wish to join the ALA or the Sons of The American Legion through her service, she must first become a member of The American Legion. The Legion will verify the woman's eligibility.

The following documents are acceptable to verify membership eligibility in the ALA:

1. DD214 discharge papers (not issued until after the Korean War)
2. Official military orders
3. Official military service citations/awards
4. Letters related to the veteran's military service. Must be on official government letterhead
5. Certificate from the VA Records Center in St. Louis
6. Data from the back of older discharges

It should be noted that discharge papers or copies of official military orders are not always easily available to the veteran, especially to those United States (U.S.) citizens who served in allied forces during military conflicts in a common area with the U.S.

In one such example cited by an American Legion source, a U.S. citizen who was visiting Europe at the beginning of WWII was trapped behind enemy lines, and because of German heritage, he was drafted into the German army. Later, he wound up separated from his German unit near the Russian front (Russia was an ally of the U.S. in WWII) and was soon fighting with the Russians against the Germans. Following the war, he returned to his hometown, Chicago, Illinois, and wanted to join The American Legion. His verification of service was Russian documents (translated) and commendations. He was allowed to join The American Legion.

Another example, where pictures established active-duty service, might be Sailors or Marines in uniform while on liberty in a foreign port. Key elements to review on any documentation, whether discharge papers or military orders, are dates of service and the character of the service (i.e., honorable or dishonorable).

The American Legion does not research to verify the details behind the DD214 unless it appears to be falsified. Any falsified DD214 or military orders should be referred to the FBI. If the discharge is listed as “non-characterized,” you should refer those to the national secretary, who will ask Counsel General to review the coding listed.

Information on a veteran’s service record can be obtained by contacting the National Archives and Records Administration at 1-866-272-6272 or www.nara.gov.

Authorized Forms of Membership

The only authorized form of membership is active membership, of which there are two classes: Senior and Junior. Granting special or honorary membership for any purpose or reason whatsoever is prohibited. Senior members are those who are age eighteen (18) or older and those under the age of eighteen (18) years and married. Junior members are those under the age of eighteen (18) years, and whose activities are supervised by Senior members. Upon reaching eighteen (18) years of age, Junior members are automatically admitted into Senior membership with full privileges. Junior members conduct their own meetings and perform their own special activities, planning their own community service projects and supporting unit projects. Junior members may hold honorary national officer positions. These young volunteers follow in the footsteps of Senior ALA members by donating thousands of hours in service to our veterans.

Once accepted as Senior ALA members, these women may continue their membership from year to year, whether or not their veteran relatives continue membership in The American Legion. The fact that a member’s service relative is no longer a member of The American Legion does not compel the ALA member to lose her ALA membership, as long as she does not have a lapse in dues payments.

The phrase “died in the line of duty,” applies to all persons who were killed in action, died of wounds or disease, were killed by accident or otherwise came to their death other than as a result of their own misconduct. In case of doubt, the Adjutant General of the Army, or the Navy Department, Washington, D.C., can advise if the person was considered to have died in the line of duty.

Any persons who legally marries a member of The American Legion at any time is eligible for membership in the ALA. A person who is the legal spouse of a male or female Legionnaire is eligible for membership in the ALA. If the female spouse of a female Legionnaire becomes a member of the ALA and subsequently moves to a state that does not recognize same-gender marriages, she remains a member of the ALA as long as she remains current on her dues.

Widows from legal marriages (male/female or female/female) are also considered spouses for membership.

Applications for membership must be completed for every applicant, and she/he must provide proof of eligibility. (For instructions on completing the membership application, see the ALA Unit Handbook on the national website at www.ALAforVeterans.org).

Paid Up for Life membership (PUFL): Any member in good standing whose membership dues are paid for the current year may become a PUFL member. The unit secretary must verify membership on the application. PUFL applications are available at (www.ALAforVeterans.org).

Membership Recruitment/Retention

Recruiting and retaining a diverse, active membership is critical to our mission. Well into the future, veterans will need our support and advocacy to assist them at home and abroad, during war and peacetime, to receive the attention and benefits they deserve. To ensure the American Legion Auxiliary continues to exist for a future of serving our veterans, military, and their families, our goal is to grow to 1 million members by our centennial anniversary. Following is a sampling of the resources available on the national website at www.ALAforVeterans.org to assist you in achieving the million-member goal:

1. Ohio Unit Plan of Action
2. Elevator Speech
3. How to Reach Target Groups
4. Sample New Member Packet
5. The American Legion Family Membership Brochure
6. Unit Revitalization Guide
7. Valued Member Survey
8. ALAMIS Training PowerPoint

It is important for department officers, board members and other leaders to become familiar with the tools available as your units work to increase the ALA's positive visibility to attract and retain members. Letting members know that their contributions are valued, along with welcoming, respectful treatment goes a long way toward creating a positive experience and an appealing environment for both current and potential members. Department officers are encouraged to mentor unit leadership with these ideals.

Section 3

Membership Processing

Processing Procedures

MEMBERS CAN RENEW THEIR DUES ONLINE AND ANY ADDITIONAL FAMILY MEMBERS AS WELL AS JUNIORS AT THE SAME TIME BY GOING TO WWW.ALAFORVETERANS.ORG.

NATIONAL WILL PROVIDE DEPARTMENTS WITH THE NAMES OF THOSE MEMBERS WHO HAVE PAID ONLINE, SO DEPARTMENT CAN PROVIDE THE UNIT WITH THE MEMBERS NAMES THAT HAVE PAID. A RECEIPT WILL BE GENERATED AS SOON AS POSSIBLE AFTER GETTING THE LIST. NATIONAL WILL HAVE ALREADY SENT THIS MEMBER THEIR CURRENT MEMBERSHIP CARD. PLEASE ONLY SEND THE ONE SENT WITH YOUR CARDS ONLY IF CARD IS LOST OR NEVER RECEIVED BY MEMBERS. UNITS THAT ARE CURRENTLY USING ALAMIS CAN PULL PAID DUES ROSTERS AT ANY TIME TO CHECK IF MEMBERS HAVE PAID ONLINE.

CARDS - There are 8 cards on a sheet.

PREPRINTED: The card is already printed with the name of the 2020 member that is paying for 2021 dues; you will sign the card and give it to the member.

BLANK CARDS: The blank cards are used for new members, transfers and if you need to make duplicate cards for any reason.

PUFL CARDS: Those members should already have a permanent PUFL card that was given to them by National when switching over from VIM to PUFL.

CORRECTIONS: If any corrections are to be made, please send a Member Data Form to the Department Headquarters. **(Unless using ALAMIS, Transfers & Deceased Member Data Forms get sent from ALAMIS users).**

ROSTERS - You will find in your packet a copy of your Roster and 3 additional copies that Department has given to your Unit to use for your first 3 transmittals. **Please note: You will need to make additional copies of blank rosters to send in with future transmittals.**

PROCESSING BLANK TRANSMITTALS AND ROSTERS:

Transmittal forms are self-explanatory, and they do have instructions on the back of each form.

In upper right-hand corner on the copied roster make a line and add the number that corresponds to the transmittal number you are sending. For example, transmittal number 1 will be sent with roster numbered 1, then 2, 3 and etc.

Select the names of those individuals whose dues you are submitting on this roster and indicate by check marks and or highlight those member names. You should only have check marks or highlights on those members that your Unit is submitting for dues. **You only need to send the roster pages that have paid members on it.**

Submit any back dues on the back dues form enclosed with this packet. (May be copied on white paper)

New Members need to have a completed application with signatures and be added to the bottom of the roster or on the back. **(If using ALAMIS, please check mark transmittal in ALAMIS user only box to let me know you have already inputted your New Members).**

Keep a Master Copy updated with corresponding transmittal information, for your records.

Receipts will be sent to your Membership Chairman after Department processes your dues. **Please make sure to read and go over each one carefully, so if any mistakes have been made, we can get those corrected together ASAP.**

It is the intent of the Department to make this an easy process. Should changes to this process be necessary, you will be notified in a timely manner. Please check with your Unit President to see if they're receiving pertinent information regarding membership. Let's work together to make this a very exciting and fun year!

GOOD LUCK AND AS ALWAYS IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CALL OR EMAIL!!!!!!!!!!!!

Membership Application (Traditional)

Completed membership applications, along with payment of department and national dues, are sent by the unit to department headquarters with the application.

Honor our Female Veterans: Please remember for Female Veterans who join as a new member for the 2019-2020 Membership year, the National portion of dues (\$12.00) will be waived as well as the Department portion (\$11.00) for their first year of membership. Just send in their application without their payment, just the first year.

Transfer of Membership

Section 1. Any member presenting a membership card of the current year may make a request for transfer to another Unit. Upon acceptance by the transferee Unit, the member shall be entitled to active membership in said Unit. No dues shall be transferred.

Section 2. The Unit may receive members by transfer from another Unit at any time during the administrative year. The Executive Committee shall recommend the acceptability of transferred members.

Section 3. A Unit member may withdraw providing her/his current year's dues are fully paid. Upon withdrawal, however, she/he shall be prohibited from joining any other Unit as a new member during the remainder of the current year for which her/his dues are paid. In the event a member wishes to remove her membership from one Unit to another during the current year it shall be done by transfer and not withdrawal.

Section 4. A member who is not subject to suspension or membership revocation under due process is eligible to transfer her/he membership to another unit if she/he has paid her/she membership dues to her current unit for either the current year or immediate past membership year. A member transferring to a new unit must pay current year dues to either his/her current unit or to the unit into which she/he wishes to transfer.

Evidence of paid membership includes:

- a. American Legion Auxiliary Membership Card
- b. Verification of membership by ALA Department or National Headquarters membership records
- c. Other documentation verifying payment of current or immediate past year membership dues such as a cancelled check or receipt
- d. When verifying documentation is not available, a sworn statement that the member's membership dues payment was tendered.

(Passed at National Convention 2016)

Paid Up for Life Membership (PUFL)

PUFL Membership:

1. Is the Auxiliary's national paid-up-for-life membership program.
2. Is purchased by the member with a lump sum payment. If the PUFL membership is a gift, the cost is paid by the gift giver.
3. Was established by resolution adopted at the 2/18/1981 National Executive Committee Meeting in Washington, D.C.

PUFL Eligibility:

1. Traditional members in good standing (having a valid membership card for the current year) may become PUFL members.
2. Members whose dues are not paid for the current year are considered delinquent and must pay current dues to unit before becoming eligible.
3. Current year dues payments must be reflected in the national membership system (ALAMIS) before PUFL applications can be processed.

Cost of PUFL Membership:

1. Is based upon two factors: Age of the member at the time the application is submitted, and the total unit dues amount at the time the membership is purchased.
2. Unit dues consist of department dues per capita, national dues per capita, and the dues amount retained by the unit.

The dues amount used to compute the cost of a PUFL membership may not be less than the sum of department dues per capita and the national dues per capita (\$23.00); units have the option of waiving their portion of dues.

Use the rate chart on the back of the PUFL application to determine exact cost of a PUFL membership.

2. Dues paid in advance may be deducted from the total PUFL fee only until December 31st of the year in which they were paid in advance. For the deduction to be recognized when processing the application at National Headquarters (ALANHQ), the following is required: The completed and certified PUFL application must reach ALANHQ no later than December 31st.
3. PUFL members will never be obligated to pay any additional amount if there is a due increase.
4. PUFL fees are non-refundable.

PUFL Trust:

1. Is maintained by ALANHQ.
2. Money from the trust fund can be used only to support the PUFL program and to pay annual dues per capita each year to the unit, department, and national organization.
3. The interest income from the trust fund is used to cover the cost of dues increases at the national level.

Annual Payments to Units and Departments:

1. Annual payments will be made from ALANHQ in the fall for all PUFLs on record for the current membership year.
2. The PUFL member's unit and department will always receive the amount of annual unit dues per capita and department dues per capita in effect at the time the member joined the PUFL program.

NOTE: If the unit chooses to waive its portion of dues, the unit will not receive annual payments for that member.

Completing the PUFL Application:

1. Applicant: (must have a current paid-up membership card) Completes in full Section 1 of the application form (See PUFL form on national website) Using rate chart on back of the application, determines her PUFL fee. Attaches appropriate payment: (check or money order made payable to National Treasurer, American Legion Auxiliary) or provides a charge card (VISA or MasterCard) information requested on the application. Submits application to her unit secretary for certification.

2. Unit secretary:

Verifies that the applicant has accurately and fully completed Section 1 of the application.

Verifies that the member is in good standing (is current with dues and has a valid membership card for the current year).

Completes, accurately and in full, Section 2 of the application. Records the applicant's member ID number and lists the amount of current annual unit dues.

Verifies that the applicant has listed the correct PUFL fee based on her/him current age and the current amount of unit dues. (If applicant has listed the fee incorrectly, work with her/him to correct before sending to National Headquarters.)

Indicates if unit is waiving its portion of dues, thus reducing the amount on which the fee is based. If applicant has paid dues in advance (by December 31st of the previous membership year) and is reducing her/his fee by that amount, ensure that the department has transmitted her/his dues in time to be reflected in the national membership system (ALAMIS) by January 15th. (Advance dues payments cannot be deducted after January 1st of the current membership year.)

Provides her/his address and phone number. Certifies, with her/his signature, that the application is complete and that all information on the application is accurate.

Makes a copy of application for unit records.

NOTE: Applications lacking sufficient information, payment, or certification will be returned to the unit secretary.

Forward original certified application, along with payment, to:

National Treasurer's Office

Attn: PUFL

3450 Founders Road
Indianapolis, IN 46268

May obtain current PUFL application forms from department headquarters or on the national website.

Identifying PUFL Members:

1. After the PUFL application and payment are processed at National Headquarters, the PUFL member will be issued a PUFL card. (Allow thirty (30) days to receive PUFL card.)

PUFL Members Transferring to another Unit:

1. Relatively simple to initiate, particularly between units within the same department. (Some departments offer their own state life membership program, so check first if the transfer will be to a unit in another department.)
2. A unit accepting the transfer must agree to accept the unit dues per capita amount established by the former unit at the time the PUFL application was processed.

PUFL Member versus Honorary Life Members: . . . (They are NOT the same)

1. PUFL membership is purchased and requires completing an application issued by National Headquarters.
2. Only a unit can bestow honorary life membership. The unit pays dues for their honorary life member each membership year. National Headquarters does not provide applications for, nor can it process, honorary life memberships. All honorary life membership records are maintained at the unit and/or department level. Departments should mark the member's record as an honorary life member (HLM) to discontinue the renewal notice. Honorary life memberships are valid only within the unit bestowing the membership. If an honorary life member transfers to another unit, or the unit disbands, the honorary life membership becomes void. Honorary life membership cards and pins can be purchased through the Emblem Sales Division of The American Legion; purchase of a pin requires the approval of the department secretary.

Membership Renewal Program

IF YOU HAVE AN EMAIL ON FILE WITH NATIONAL YOUR RENEWAL NOTICE WILL BE EMAILED, SO PLEASE CHECK EVEN YOUR JUNK MAIL. PLEASE PASS INFORMATION TO YOUR MEMBERS!!

National Headquarters prints and mails membership renewal notices directly to all Senior members except those in foreign units. Junior members do not receive a renewal notice. The personalized notice includes the amount of the annual unit dues and the name and address of the individual within the unit to whom the dues are to be paid. The national organization underwrites the entire cost of the membership renewal program.

Payments:

1. Although the notices are mailed by National Headquarters, the unit member pays her/his dues directly to the person receiving dues at the unit – either in person or by mail.
2. If payment is made by mail, the member must enclose her/his check, along with the renewal notice, in the window envelope provided in the renewal notice mailing.
3. If a Senior member wants to pay dues for a daughter, granddaughter, or another person, she/he must provide that person's name, complete address, and member ID number on the back of the renewal form. This sheet, along with appropriate dues payment, may be mailed along with the Senior member's dues in the window envelope. This procedure must be followed to ensure proper credit.

MEMBERS CAN RENEW THEIR DUES ONLINE AND ANY ADDITIONAL FAMILY MEMBERS AS WELL AS JUNIORS AT THE SAME TIME BY GOING TO WWW.ALAFORVETERANS.ORG.

NATIONAL WILL PROVIDE DEPARTMENTS WITH THE NAMES OF THOSE MEMBERS WHO HAVE PAID ONLINE, SO DEPARTMENT CAN PROVIDE THE UNIT WITH THE MEMBERS NAMES THAT HAVE PAID. A RECEIPT WILL BE GENERATED AS SOON AS POSSIBLE AFTER GETTING THE LIST. NATIONAL WILL HAVE ALREADY SENT THIS MEMBER THEIR CURRENT

MEMBERSHIP CARD. PLEASE ONLY SEND THE ONE SENT WITH YOUR CARDS ONLY IF CARD IS LOST OR NEVER RECEIVED BY MEMBERS. UNITS THAT ARE CURRENTLY USING ALAMIS CAN PULL PAID DUES ROSTERS AT ANY TIME TO CHECK IF MEMBERS HAVE PAID ONLINE.

Renewal Notice Mailing Schedule:

IF YOU HAVE AN EMAIL ON FILE WITH NATIONAL YOUR RENEWAL NOTICE WILL BE EMAILED, SO PLEASE CHECK EVEN YOUR JUNK MAIL. PLEASE PASS INFORMATION TO YOUR MEMBERS!!

15th September all Senior members- **EMAILED TO THOSE WITH EMAILS ON FILE**

15th January all Senior members for whom dues were not received from departments into National Headquarters by the 1st week of December. **WILL BE EMAILED AND OR EMAILED**

Membership Dates and Deadlines

Please refer to the ALAMIS calendar on the national website or below for dates and deadlines for dues rate changes, renewal notices, membership cards, PUFL disbursements, etc. Unit Data Form – Direct Billing: To ensure that the information printed on renewal notices is accurate, each unit must complete, and forward to department, a Unit Data Form or similarly designed department form.

ALAMIS – Calendar of Events

September 1, 2020 – ALAMIS open for entering 2021 NEW members

September 2020– 15th 2021 Renewal Notice mailed and/or emailed

October 2020 – PUFL disbursement made to Dept. for 2021 Membership Dues

December 31, 2020 – last day for 2021 PUFL application processing

* All PUFL Applications received after this date will have to have paid their 2021 dues for the National Headquarters to accept their applications. Applications failing to meet this standard will be returned.

January 2021 – 15th 2021 Renewal notice mailed and/or emailed

January 1st, 2021 – Closing 2020 year; last day for any 2019 to 2020 dues reversals

Annual Rollover for Membership – Unpaid 2018 members are moved to “expired” and unpaid 2017 members are moved to “former” members, all of whom will have their continuous years and join date reset to zero.

April 1, 2021 – Unit Data Form Due

1. The deadline for receiving Unit Data Forms is **APRIL 1st, 2021**
2. It is imperative that National Headquarters has complete and correct information to ensure that the first renewal notice is accurate. Prompt Processing of Dues: Prompt processing of dues at the unit and department level is extremely important; National Headquarters must receive dues well before the dates listed in the Renewal Notice Mailing Schedule to prevent mailing unneeded notices. However, because delays do occur, it is of equal importance for unit and department leaders to educate their members that some may receive a renewal notice although their dues have been paid. In such cases, please inform them to disregard the notice.

NOTE: If a unit is paying dues for/on behalf of a member, (honorary life members), make sure those dues are submitted on the first transmittal of the membership year so that the member does not receive a renewal notice.

Deadline to Run Expires: National Headquarters will run all expires of the previous year's members on January 31st of the following year. The membership year is from January to December.

Example: At June 31, 2020, unpaid 2018 members will move to "expired," and unpaid 2017 members are moved to "former" members, all of whom will have their continuous years and join date reset to zero.

Deadline to Purge Non-Renewed Members: Prior to each membership year-end rollover, occurring in late July, all "deceased" and "cancelled" coded member records occurring 3.5 years prior to the rollover date will be purged.

Example: Non-renewed, deceased, and cancelled members as of July 2017 will be purged for the 2021 membership year.

Dues Statements:

1. Should be used to renew Junior members. Junior members DO NOT receive membership renewal notices from National Headquarters.

2. Units may issue dues statements for any Senior member requesting a reminder to pay dues, in addition to the renewal notice sent by National Headquarters.

IMPORTANT NOTES:

Card Reprints:

If card reprints are needed, units should contact department headquarters. All unit requests must be in writing to department headquarters. Request for reprints, or any other "Service Orders," can only be accepted at National Headquarters from the department. Department Headquarters will forward requests to National Headquarters.

NOTE: Reprints are done only if the unit loses the cards or the cards are destroyed. For a name change or transfer, use a blank card to prepare and issue a card with current information.

Procedures for New Charters

1. Print the full name and address for each charter member, along with the unit number, on the charter application and on membership cards. A minimum of ten (10) Senior members is required to form a unit. Transferred members may be designated as charter members. Junior members cannot be counted in the original 10 applicants for unit charter but can be charter members. All new members must file individual membership applications as proof of eligibility. Immediately distribute signed cards to all paid-up members. Retain a listing of all charter members for unit records.

2. Prepare list with the total dues amount for Seniors and Juniors and who will receive the dues at the unit.

3. Prepare "Application for Unit Charter of the American Legion Auxiliary." Obtain charter applications from your department headquarters. Forward the following to your department headquarters: All three copies of the signed charter application. (All copies must be signed by the Post Commander and attested by the post adjutant.) Name, number, and location of unit must be identical to the post. Completed information on amount of dues and member who will receive the renewal notices (Unit Data Form). Completed Certification of Unit Officers.

A check for \$20.00 for charter.

Checks for charter fees and dues payments **cannot** be submitted together.

Membership applications for each new member. (Names and addresses on the charter application and new member applications must correspond.) A typed list of names as they are to appear on the charter roll, if an inscribed roll is requested. Set-up fee for each inscribed roll is \$20.00 for 20 names and \$.50 for each additional name.

Membership Services and Prices for 2020-2021

Prices were effective November 1st, 2012:

Membership Roster mailed (email free)	\$.50 per page
Membership Card Reprints (template emailed free)	\$.50 per card
Labels Mailed (email free)	\$1.00 per page
2020 Software Support/Update for ALAMIS (UNITS)	\$10.00 per year billed in November
Replacement Charter Fee	\$15.00
Replacement Inscribed Charter Roll additional name.	\$10.00 with up to 20 names, plus \$.50 for each additional name.

Dues Rate Changes that need to be made between the 1st and 2nd notices will be a fee of \$30.00 per Unit

Any service not explicitly provided for in these services can be quoted as needed. Delivery time for goods will vary depending on time of year and staffing availability.

NOTE: The Units must verify that all required information, forms, and payments are correct before forwarding items listed above to:

American Legion Auxiliary Department Headquarters

Po Box 2760

Zanesville OH 43702-2760

Each completed charter will be forwarded to National Headquarters.

Allow 10 business days after the charter is received in National Headquarters for the charter members to be counted in membership reports.

Section 4

Civility and Code of Ethics

As one of the world's largest patriotic service organization, it behooves us to put our best foot forward in the national spotlight and in our everyday one-on-one interactions with one another. Kindness and respectful, civil behavior were once commonplace in society, the norm rather than the exception; however, with the ever-increasing pace of life today, civility sometimes appears to have flown out the window. Still, we stop to listen when the news announcer tells of incidents where good Samaritans leave gold coins anonymously in Salvation Army kettles or stories of paying it forward by paying for another person's meal in the drive-through of a fast-food restaurant, and it touches our hearts. On the flip side, the saying that if you please one person, one person knows of your good deeds, but if you anger one person, that anger is increased tenfold as they vent to others about their treatment.

People do still care, and, as a nonprofit organization established to help others, we need to share our story through acts of kindness, treating others with respect and honoring other's service with our thanks, whether that is the returning veterans or our own members who donate their time volunteering to help others.

Remembering the basic tenant of the Golden Rule - treating others as you wish to be treated - can accomplish a wealth of personal satisfaction while portraying our organization as one that cares and where membership and volunteerism is valued and appreciated.

American Legion Auxiliary members are expected to comply with the organization's governing documents and adhere to the highest ethical standards to earn and protect the public's trust in our performance to carry out the ALA's mission, uphold rigorous standards of conduct, and be good stewards of our resources.

The Code of Ethics adopted by the National Executive Committee is provided in the appendix of this Guide. It is strongly recommended that all chartered entities and affiliated organizations at all levels adopt a Code of Ethics and conduct themselves accordingly.

Section 5

ALA Management Information System (ALAMIS)

How do we sign up to be on the ALAMIS System?

Set up an email for yourself or if you already have one set up for National's website please use it. Email Department from what email you will be using to Headquarters Membership Clerk Heather Wilson at heather@alaohio.org with the unit, name, and title of the person that will be using ALAMIS. This information is forwarded on to National Headquarters. Once they have set up everything, they will send you an email letting you know what the unit's login and password is to get onto the ALAMIS System.

What kind of computer equipment or software is needed to access the ALAMIS?

The ALAMIS is entirely web-based. Departments/units do not need a specific operating system or to purchase any expensive hardware/software to process membership, only a computer with Firefox and a monitor resolution setting of at least 1024x768. Our research shows that 95% of internet users meet these requirements. Since data from system-provided reports can be further manipulated (labels, mail merges, email lists, etc.) by exporting the data into Excel, Word and text files, Units will find it extremely helpful, but NOT required, to have Microsoft Office software and a high-speed internet connection.

What are units able to do in the system?

Units have the ability to do the following:

- Update unit member information
- Update unit leadership
- Run unit reports
- Add new members

How are users trained on the ALAMIS?

Department Headquarters conducts training sessions also training materials are given via email when login information is received. If you need immediate assistance on how to use the system, please contact Department Headquarters.

How much will the ALA Management Information System cost departments?

For 2021, Units who are set up on ALAMIS with one login will be charged \$10 two logins \$20.00 in **November**. The department will send your unit an invoice upon confirmation of being notified by National for unit's fees. In years past in January/February you were billed for the year. Due to Department paying for the fees prior to invoicing the unit, we have made the decision to have units pay 1st, so that if we don't receive payment or no longer wish to continue, we may cancel this without having to possibly be paid.

How often can I receive reports?

All data in the ALAMIS is "real time" meaning that information and reports can be accessed by units monthly, weekly, daily, hourly, each time with the current, most up-to-date information available.

If I need my membership data for a unit mailing, how can I access?

There are several reports available. If these reports do not meet your needs, you can download your unit membership data into an Excel spreadsheet or text file that can be sorted, filtered, or manipulated any way you choose. If you need assistance in making labels and do not know how to do a mail merge, please contact the Department Headquarters for documentation.

What security measures have you taken?

UNIT ACCESS – can only view their unit. Change all member information, update unit leaders, run unit reports, add new members. No one besides department can log in to a unit and make changes.

Section 6

FREQUENTLY ASKED QUESTIONS (FAQs)

FAQ 1: Equal membership for females.

Since there is a Sons of The American Legion, why can't there be a Daughters of the American Legion? It appears that the only place where the female gender has equal membership opportunity is as a veteran/member or Legion Rider. You might just find this idea has more merit and benefit than holding on to outdated traditional values. Not to mention the possibility of members paying for membership in multiple organizations, thus increasing Americanism support and interest by taking a more active part in The American Legion community. If not, then re-organize the American Legion

Auxiliary (as the name implies: everything else) to include all non-veterans, male and female, and have the SAL and Legion Riders as subservient to it.

RESPONSE: Both the American Legion and American Legion Auxiliary are veterans service organizations whose membership eligibility is limited based upon the criteria specified by Congress. Neither the Legion nor the ALA are social clubs – an IRS classification for which no tax-exempt status is assigned. The ALA effectively has a "daughters of the ALA": its ALA Junior members. The ALA has two (2) classes of membership: Seniors – adults, and Juniors – females under the age of 18 who must meet the same eligibility criteria as adult females.

The ALA is incorporated whose members are eligible for membership by being married to or directly related to a wartime veteran eligible for membership in The American Legion according to the criteria defined by Congress. As such, the ALA cannot arbitrarily reorganize itself to expand or alter its membership eligibility without an Act of Congress. A Congressional bill to expand ALA membership would have to be proffered by The American Legion whose federal charter provides for the exclusive membership criteria to which both organizations are legally bound. Females who do not meet eligibility criteria and who want to assist the ALA can become supporters and volunteers.

The American Legion and American Legion Auxiliary annually receive many suggestions to expand membership eligibility. The Legion established a study committee that concluded last year that the Legion could not expand membership because of the limitations of eligibility imposed by Congress in the Legion's federal charter. Both the Legion and ALA are federally tax-exempt because of the Legion and ALA's exclusive membership eligibility.

Expanding membership eligibility jeopardizes the tax-exempt status of both organizations. Neither the Legion nor the Auxiliary desire to expand membership eligibility contrary to the restrictions specified by Congress, which would in turn jeopardize our tax-exempt status assigned by the IRS.

FAQ 2:

Female same-gender marriage eligibility. In a female same-gender marriage, if the female spouse wartime veteran who is a member or eligible to be a member of The American Legion, is the female wife eligible for membership in the Auxiliary?

RESPONSE: If a same-gender marriage is allowed in the state in which the department is incorporated, then the female spouse of the female veteran who is, or is eligible to be, a member of The American Legion is eligible to become a member of the American Legion Auxiliary. If the couple moves to a state where same-gender marriages are not recognized, they remain members of the Legion and Auxiliary provided they remain members in good standing as in paying their dues current or not being removed for disciplinary reasons. Their membership cannot be revoked because they joined the Legion and/or Auxiliary in a state that recognizes same-gender marriage and then moved to a state that does not. The Auxiliary is incorporated as an all-female organization; males are not eligible for membership. Gender is determined by a person's gender-specific physical body parts at the time that membership eligibility is determined.

FAQ 3:

A woman veteran, who is eligible for membership in The American Legion but has not joined that organization, is a member of ALA and now her daughter wishes to join the ALA. Can the daughter join the ALA based on her mother's service?

RESPONSE: No, the daughter can only join the ALA based on her mother's service and membership in The American Legion. If the mother were to join the Legion, then the daughter would be eligible for membership in the ALA.

FAQ 4:

Is there any circumstance where a woman could join the ALA without having a relative as current member of The American Legion?

RESPONSE: There are two circumstances where a woman can become a member without having a relative as a current member of The American Legion. The first circumstance would be when the woman has served in the military during the requisite dates. She may join the ALA without being a member of the Legion. The second circumstance is when a woman's membership is based on a deceased veteran who was not a member of The American Legion; however, the prospective member will be required to provide verifying documentation of the deceased relative's service dates to prove her eligibility.

FAQ 5:

If an ALA member works for an assemblyman, can she run for county/district office in the ALA? My understanding was you cannot run for any office if you are an elected official in some capacity in local, county, or federal government. Is this in writing anywhere?

RESPONSE: There is no written prohibition that a person wishing to hold an ALA office cannot do so because of her place of bona fide employment or her position as a government elected official. There is no inherent conflict solely because the person is serving in public office. There are no national ALA or Legion restrictions from holding public office or working for a public official and holding an ALA office.

If your department or district rules place such restrictions, then you would need to abide by those bylaws or policies. If there is a conflict other than the person is an elected official or works in public service, then you would need to address the specific conflict and vote to handle it accordingly.

FAQ 6:

As my department's Constitution & Bylaws chairman, I've been asked a question regarding the new wording under eligibility as it relates to dependents. The question is, "What about stepchildren and Reserves? Are they eligible to become members?"

RESPONSE: The eligibility information stated in the ALA National C&B has never mentioned step-relatives. This eligibility matter is not contained or addressed anywhere in The American Legion's national governing documents. While such membership eligibility descriptions represent a longstanding practice in the ALA, this eligibility practice has never been stated in the

Auxiliary's C&B and cannot be stated in writing in the ALA's governing documents because: a) the ALA eligibility wording cannot conflict with the Legion's federal charter; and b) because of how both national organizations are classified by the IRS for tax exemption. The national ALA governing documents have always and must continue to remain silent on step-relatives.

Departments are the final authority for determining the eligibility of its members; therefore, a department's determination of an individual's ALA membership eligibility is not appealable to the national organization.

Women serving in the Reserves, or the wives of those serving in the Reserves, are eligible for membership in the ALA provided that the service member has served at least one (1) day of active duty at the call of the federal Armed Forces.

Please remember for Female Veterans who join as a new member for the 2020-2021 Membership year, the National portion of dues (\$12.00) will be waived as well as the Department portion (\$11.00) for their first year of membership. Just send in their application without their payment, just the first year.

2021

R/R 5 - Recruit & Rejoin 5

For members who recruit or rejoin five (5) or more junior or senior Auxiliary members into the 2021 membership year. Rejoined members must not have paid dues since 2018. **One entry per recruiter per deadline.**

Certified forms must be received at National Headquarters **no later than:**
Check one: _____ **November 13, 2020** _____ **June 4, 2021**

CERTIFICATION FORM

Please type or print legibly

Recruiter's Name: _____ Member ID#: _____

Recruiter's Dept: _____ Unit #: _____ Email: _____

Recruiter's Address: _____

Name of New and/or Rejoined members

Member ID

- | | | |
|----|--|--|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Certified by Department Secretary: _____

DATE _____

Dept. Secretary printed name: _____ Dept: _____

Dept Secretary Signature (required): _____

***I certify that all 5 members are new in 2021 - or last paid in 2018 or prior and rejoined into the 2021 year. I've provided or verified member ID's & that the form is filled out legibly & completely. DO NOT SEND INCOMPLETE FORMS or more than 1 form per recruiter.**

Departments

Please either scan & email to:
heather@alaohio.org
 (Subject line: R/R 5)

Or

Fax: (740) 452-2620 (Attn: Membership)

Due to the unpredictability of mail, use the above methods of transmittal instead.

***Must be received at DEPT by midnight
 11/13/2020 or 6/4/2021**

Form must be submitted to your Department Headquarters for verification. Department Headquarters will then submit form to the national headquarters.

Each recruiter will receive a special gift selected by the National Membership Chairman
One award per award period per recruiter.

2021 10 X 10 Award

Members who recruit 10 **NEW SENIOR AUXILIARY MEMBERS** by Oct. 9, 2020 will receive a gift selected by the National Membership Chairman.

One entry/gift per recruiter.

Certified forms must be received at Department Headquarters by October 9, 2020.

New members must be entered into ALAMIS by November 10, 2020

ENTRY/CERTIFICATION FORM

Please type or print legibly and fill out the form completely. Incomplete forms may not be processed.

Recruiter's Name: _____ Member ID#: _____

Recruiter's Dept: _____ Unit #: _____ Email: _____

Recruiter's Address: _____

Name of New members

Member ID

Name of New members

Member ID

	6.	
	7.	
	8.	
	9.	
	10.	

Certified by Department Secretary: _____

DATE _____

Dept. Secretary printed name: Kelly Gibson Dept: _____

Dept Secretary Signature (required): _____

***I certify that all 10 members are new and joined into the 2021 year. I've provided or verified member ID's & that the form is filled out legibly & completely. DO NOT SEND INCOMPLETE FORMS or more than 1 form per recruiter.**

Departments

**Please either scan & email to
heather@alaohio.org**
(Subject line: 10x10)

Or

Fax: (740) 452-2620 (Attn: Membership)

Due to the unpredictability of mail, use the above methods of transmittal instead.

***Must be received at DEPT by midnight
10/9/20**

2021

ONE WEEK OF CARING & SHARING

April 1-7th, 2021

Purpose: Unit members & leaders organize during this one designated week to contact and check in with EVERY possible unit member, past and present.

One entry per unit (no matter how many rejoins you end up with)

This certified form must be received at ALA Department Headquarters **no later than April 9th.**

CERTIFICATION FORM

Please type or print legibly

Unit Name: _____ Unit # _____ Dept: _____

Unit representative's name (who is filling out form): _____ Title: _____

Email: _____ Phone: _____

To qualify for entry into the drawing for a \$25 Emblem Sales Gift Certificate the unit must have secured at least one REJOINED member from their unit during this week. That member must not have paid dues since 2018 & **must be entered as a rejoin into ALAMIS between April 1 - April 24th** using her former member ID

Name of rejoined member: _____ Member ID: _____

Certified by Department Secretary: _____ DATE _____

Dept. Secretary
printed signature: _____ Dept: _____

Check here that the unit included their Tax ID #

***I certify that the rejoined member last paid in 2018 or prior & was entered in ALAMIS between 4/1-4/24/21. I've provided or verified her member ID & that the form is filled out legibly & completely. DO NOT SEND INCOMPLETE FORMS.**

Departments

Please either scan & email to:

heather@alaohio.org
(Subject line: Week of Caring & Sharing)

Or

Fax: (740) 452-2620 (Attn: Membership)

Due to the unpredictability of mail, use the above methods of transmittal instead.

***Must be received by DEPT by midnight 4/9/21**

Please fill out the following information:

Number of unit members participating in making calls or visits during this week: _____

Number of unit members who were called or visited: _____

Number of members that renewed their membership due to unit contact: _____

Number of members that rejoined due to unit contact: _____

OPTIONAL: Share a specific story where you felt this week made an impact on a member:

T.E.A.M.

Together Everyone Archives More



INCENTIVES FOR 2020-2021

1. **All Department of Ohio Members** who have recruited a **NEW** member before May 1st, 2021 will have their name entered in a drawing . There will be SEVEN names drawn each of those members will win \$20.
2. **\$50 Drawing** – given to a unit reaching 50% or more by September 11th, a drawing will be held at SOI – Sept. 19, 2020
3. **\$50 Drawing** – given to a unit reaching 75% or more by October 16th
4. **\$150 Drawing** – given to one unit to reach goal by November 11, 2020. A drawing will be held at Mid-Winter.
5. **\$100 Drawing** – given for **All Goal Units** by December 31, 2020.
 - ✓ **Reminder:** If officers' dues are not paid by Dec. 31, 2020, then they are not in good standing and should not be holding respective office. (Officers are President, 1st & 2nd Vice, Secretary, Treasurer, and Membership chairman for this purpose.)
6. **\$50** – To the Unit with highest increase of Junior members from Aug 1, 2020 to May 1, 2021 (to be given at Department Convention).
7. For all **GOAL** Units by June 1, 2021, a drawing will be held at Department Convention for **THREE AWARDS**, 1st for \$100, 2nd 70.00 & 3rd for \$50.00.

GOALS

If your Unit was Goal or above on May 31, 2020 - Use final membership total and increase by One

Unit Membership of 10-100 - Use final membership total and increase by One

Unit Membership of 101-200 - Use final membership total and increase by Two

Unit Membership of 201 or more members - Use final membership total and increase by Three

All Junior Unit Membership - Use final membership total and increase by One