



## AMERICAN LEGION AUXILIARY

Department of California

401 Van Ness Ave., STe 319, San Francisco, California 94102-4570

(415) 861-5092 FAX (415) 861-8365

### Election/Transmittal of Delegates and Alternates \* Convention 2017

**Article XIV, Section 3, Department Constitution** - *Units shall elect delegates and alternates to the Department Convention at least fifteen (15) days prior to the date set for the District pre-convention caucus, but not earlier than April 1st . . .*

**Article IV, Section 2, Department Constitution** - . . . *Each Unit shall be entitled to two (2) delegates and two (2) alternates for charter and one (1) additional delegate and one (1) alternate for each seventy-five (75) members or major fraction thereof, paid up in Department Headquarters forty-five (45) days prior to the opening of Department Convention . . . (May 9, 2017)*

<b>HOW MANY DELEGATES CAN YOUR UNIT ELECT</b>	<b>FEES</b>
2 delegates for Charter and up to 37 members	\$40.00
3 delegates for 38 to 112 members	\$60.00
4 delegates for 113 to 187 members	\$80.00
5 delegates for 188 to 262 members	\$100.00
6 delegates for 263 to 337 members	\$120.00
7 delegates for 338 to 412 members	\$140.00
8 delegates for 413 to 487 members	\$160.00
9 delegates for 488 to 562 members	\$180.00
10 delegates for 563 to 637 members	\$200.00
11 delegates for 638 to 713 members	\$220.00
12 delegates for 714 to 789 members	\$240.00
13 delegates for 790 to 864 members	\$260.00
14 delegates for 865 to 939 members	\$280.00
15 delegates for 940 to 1014 members	\$300.00
16 delegates for 1015 to 1089 members	\$320.00
17 delegates for 1090 to 1164 members	\$340.00
18 delegates for 1165 to 1239 members	\$360.00
19 delegates for 1240 to 1314 members	\$380.00
20 delegates for 1315 to 1389 members	\$400.00

**Note: If, for example, your Unit has 37 members at the time of election and sends fees for 2**

**delegates, but by May ; has transmitted one new member bringing the membership up to 38 members, then the Unit will be notified that it is entitled to one more delegate and responsible to remit another \$20.00 delegate fee. THIS FEE MUST BE PAID REGARDLESS OF WHETHER ANY DELEGATES FROM THE UNIT ARE/ARE NOT ATTENDING CONVENTION**

## **The same number of Alternates are elected as are delegates**

**Delegates in Their Own Right** - These have no alternates and their delegate fees must be paid by the Unit.

**Department Officers** (President, Vice President, Secretary/Treasurer, Chaplain, Historian, Parliamentarian, Sergeant-at-Arms, Marshal, Musician), **District Presidents, Past Department Presidents** in Good Standing in Their Respective Units, **Chairmen of Department Committees** (Americanism, Auxiliary Emergency Fund, Children and Youth, Community Service, Constitution and Bylaws, Convention Commission, Editor, Education, Girls State, Junior Activities, Leadership, Legislative, Membership, Music, Past Presidents Parley, Poppy, Public Relations, Veterans Affairs and Rehabilitation), **Members of the Department Finance Committee, Girls State Director, Junior Conference Director, Hospital Representatives, Appointed Chairmen** (Advisory Committee, Distinguished Guest, Resolutions, Elections, Rules, Credentials, Cavalcade of Memories, Ways and Means).

## **When Your Delegates Have Been Elected**

Complete the Certification of Election of Delegates and Alternates form enclosed and mail immediately to the designated persons:

- a. One copy to the Department Office with a check covering full delegation strength at \$20.00 per delegate. The fee is to also include *delegates in their own right*.
- b. A second copy is to be given to the Chairman of the Unit Delegation for her to take to the District Caucus and Department Convention.
- c. A third copy is to be sent to your District President. Delegates will be seated at the pre-convention District Caucus by this sheet.

## **Obligations That MUST BE PAID to Department to be Seated in Delegation**

- a. District Per Capita Tax to District
- b. Poppy Financial Report and 10% of Poppy Sales
- c. Delegate Fees
- d. Outstanding Debts for Per Capita, Live Unit Logon Fees, Supplies or any other money owed. to Dept.
- e. Up-to-date Unit bylaws on file with Department Constitution & Bylaws Chairman
- f. Fidelity Bond if applicable (Current Units paid to 2015)

*Ruby Kapsalis, Department Secretary/Treasurer*

**AMERICAN LEGION AUXILIARY, Department of California**

This is to certify that \_\_\_\_\_  
 Unit No. \_\_\_\_\_ District \_\_\_\_\_ having \_\_\_\_\_ paid-up members in  
 Department on \_\_\_\_\_ at a regular meeting held on \_\_\_\_\_  
 \_\_\_\_\_ elected the following delegates to Department  
 Convention, such members being in good standing, their dues having been  
 recorded in Department. **NO CHANGES IN PERSONNEL** of this elected unit  
 delegation will be accepted by the Credentials Committee unless certified as  
 having been elected in accordance with Art XIV Section 3, Department  
 Constitution.

**Certification of Delegates and Alternates**

Units shall elect delegates and alternates to the Department  
 Convention at least fifteen (15) days prior to the date set for the  
 District pre-convention caucus, but not earlier than April 1<sup>st</sup>. This  
 form must be completed and in the Department Headquarters  
**IMMEDIATELY** after Unit election. (Article XIV Section 3 Department  
 Constitution)  
 It is mandatory that all Units submit **this form and delegate fees**  
**regardless of whether or not the Unit is represented by delegates at**  
**convention. Indicate in boxes below whether delegates or**  
**alternate will or will not be attending convention.**

**Delegates (List Chairman of Delegation First – Attach additional sheet as necessary) \$20.00 fee for each)**

Name	Membership #	Will Attend	Will not Attend	<b>For Registering Secretary Date Registered</b>
1.				
2.				
3.				
4.				
5.				
6.				

**DELEGATES IN THEIR OWN RIGHT**

(\$20.00 Department Officers, District Presidents, Past Department Presidents in Good

Standing in their respective Units, Chairmen of Department Committees, Members of the Department Finance Committee, Girls State Director, Junior  
 Conference Director, Hospital Representatives, Appointed Chairmen (Advisory Committee, Distinguished Guest, Resolutions, Elections, Rules, Credentials,  
 Ways and Means) **ART IV Section 2, Department Constitution**

Name	Membership #	Will Attend	Will not Attend	<b>For Registering Secretary Date Registered</b>
1.				
2.				
3.				

ALTERNATES Name (No Fee Required)	Membership #	Will Attend	Will not Attend	<b>For Registering Secretary Date Registered</b>
1.				
2.				
3.				
4.				
5.				
6.				

Certified \_\_\_\_\_  
 Unit Secretary (Do not type signature)                      Unit President (Do not type signature)

Total Elected Delegates ..... \_\_\_\_\_  
 Plus Total Delegates In Their Own Right \_\_\_\_\_  
 Equals Unit's Authorized Delegation ... \_\_\_\_\_ @ \$20.00 Each \$ \_\_\_\_\_

Make check payable to ALA Department of  
 California and mail original copy and check to:  
**401 Van Ness Ave., Ste 319**  
**San Francisco, CA 94102-4570**

Date \_\_\_\_\_ Unit Check No. \_\_\_\_\_ Amount Enclosed \$ \_\_\_\_\_ (GF42423)

Original to Department Office with Fees  
 One Copy to District President  
 Retain one copy for Chairman of Delegation

**This form is due twenty-five (25) days prior to  
 opening of Convention May 29, 2017**

For Office Use Only