



AMERICAN LEGION AUXILIARY

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Instructions for Organization of New Unit

The following steps are necessary in the organization of a new Unit.

If you have any questions, refer them to the Department Office.

- ★ **Post Authorization** An Auxiliary Unit may be formed only by the authority of, and in connection with, a regularly chartered American Legion Post - by permanent charter. The Post should contact the Department Secretary/Treasurer to request the *Post Authorization for Organization of Auxiliary Unit* form. It is sent by the Department Office to the Post. The Post Officers sign, date, and forward the form to the District President for her signature. It is then forwarded to the Department Office. There is space on the form to indicate who should receive the New Unit Kit. The name and address used should be that of the Acting President of the new Unit, a woman willing to be responsible to follow through with the paperwork, or the District President.
- ★ **District President** The organization of a new Auxiliary Unit is under the supervision of the District President. She should be in constant contact with the women organizing the Unit at the local level, attend the first few meetings, and be available to answer the questions that arise concerning procedures and forms.
- ★ **Unit Name** The Unit must take the name, number, and location of The American Legion Post to which it is attached. This information will appear on the Legion Charter, if there is a question.
- ★ **Charter Members** National requires no fewer than ten (10) Senior members. It is **suggested** by the Department of California that a new Unit have a charter membership nearing twenty (20) members, with ten (10) being new members, so that all the offices can be filled and still have members to act as chairmen. Junior members can be considered charter members, but do not count in the required number of members necessary to charter the new Unit. Seniors may be new and transferring members. **Note:** If there are fewer than ten (10) new

members, the District President is advised to contact the Department President.

- ★ **Closing the Charter** The charter must remain open for thirty (30) days from the date the Post Commander signs the *Post Authorization for Organization of Auxiliary Unit*. All members affiliating during this time period will be considered **Charter Members**. If desired, the National Headquarters will inscribe the names of the charter members on a charter roll at a charge of \$1.00 per name, as well as a set up fee of \$20.00. A typewritten list of names in the exact order desired, together with full payment must accompany the application packet returned to the Department Office.

- ★ **New Unit Kit** Once the Department Headquarters receives the *Post Authorization for Organization of Auxiliary Unit*, from the District President, a New Unit Kit is sent to the person designated on the authorization form. The kit contains the materials necessary to open a Unit. A check list is included, as well as a list of the documents returned to the Department Office for further processing. There is a vast amount of information in the kit and it will be overwhelming to a new member. It is suggested that the District President plan to meet with the member to assess the documents.

- ★ **Initiation and Installation** These ceremonies may not take place until the Department President has signed the application for charter. In most cases, once the charter application has arrived at the Department Office, it is signed and forwarded to National Headquarters. The Department Office will notify the District President and the Unit once the application packet has been received at Department Headquarters. Do not permit the date of the ceremonies to be set until notification is received. The District President must notify the Department Office of the date of the installation. **Note:** It is a nice gesture to present the membership cards and any other items (flags, pins, etc.) during the initiation ceremony.

Common Remarks from New Unit Officers
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We couldn't have done it without the District President!
Why weren't we told that we had to file that form with the Department Office?
We aren't sending any delegates to convention so why do we have to pay the fees?
Six major programs? Never heard of them.
We are so glad we had someone from the District to help us.
There is so much to learn!