



**AMERICAN LEGION AUXILIARY**  
*Department of California*

**ELECTION/TRANSMITTAL OF DELEGATES AND ALTERNATES  
CONVENTION 2025 INSTRUCTION**

**Article IX, Section 9, Department Bylaws** -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>.

**Article VI, 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 opening of Department Convention.

**This fee must be paid regardless of whether any delegates from the Unit are/are not attending convention:**

# Delegates you can elect per unit	Fees	# Delegates you can elect per unit	Fees
2 delegates for Charter and up to 37 members	\$60.00	12 delegates for 714 to 789 members	\$360.00
3 delegates for 38 to 112 members	\$90.00	13 delegates for 790 to 864 members	\$390.00
4 delegates for 113 to 187 members	\$120.00	14 delegates for 865 to 939 members	\$420.00
5 delegates for 188 to 262 members	\$150.00	15 delegates for 940 to 1014 members	\$450.00
6 delegates for 263 to 337 members	\$180.00	16 delegates for 1015 to 1089 members	\$480.00
7 delegates for 338 to 412 members	\$210.00	17 delegates for 1090 to 1164 members	\$510.00
8 delegates for 413 to 487 members	\$240.00	18 delegates for 1165 to 1239 members	\$540.00
9 delegates for 488 to 562 members	\$270.00	19 delegates for 1240 to 1314 members	\$570.00
10 delegates for 563 to 637 members	\$300.00	20 delegates for 1315 to 1389 members	\$600.00
11 delegates for 638 to 713 members	\$330.00		

*Note: If, for example, your Unit has 37 members at the time of election and sends fees for 2 delegates, but by May 12 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 \$30.00 delegate fee.*

**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, Asst. Sergeant-at-Arms

**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, National Security, Past Presidents Parley, Poppy, Public Relations, Veterans Affairs and Rehabilitation

**Members of the Department Finance**

**Committee Girls State Director**

**Junior Conference Director**

**Hospital Representatives**

**Past National Presidents in good standing in Department of California**

**Appointed Chairman:** Advisory, Credentials, Distinguished Guest Chairman, Elections, Resolutions, Rules, Unit Development and Revitalization, Ways and Means



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***Department of California***

**When Your Delegates have been Elected:**

Complete the Certification of Election of Delegates and Alternates form and mail immediately:

- a One copy to the Department Office with a check covering full delegation strength at \$30.00 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 make 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 Orders
- c Poppy Financial Report and 10% of Poppy Sales
- d Delegate Fees
- e Outstanding Fees for Per Capita, Live Unit Logon Fees, Supplies or any other money owed to Department
- f Up to date Unit Bylaws on file with Department Constitution and Bylaws Chairman
- g Fidelity Bond if applicable (Due September 2023)

Elizabeth Doidge, Department Secretary



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*Department of California*

**ELECTION/TRANSMITTAL OF DELEGATES AND ALTERNATES  
CONVENTION 2025**

This is to certify that \_\_\_\_\_ Unit # \_\_\_\_\_ District # \_\_\_\_\_ having \_\_\_\_\_ paid-up members into 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 Dept. Convention #1, Department Standing Rules.

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 elections. (Article IX, Section 8, Department Bylaws). It is mandatory that all Units submit his form and delegates fee regardless of whether or not the Unit is represented by delegates at convention. Indicates 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*) \$30.00 fee for each

	Name	Membership #	Will Attend	Will Not Attend	For Registering Secretary Date Registered
1.					
2.					
3.					
4.					
5.					
6.					

**Delegates in their own right** (\$30.00 each: *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)*)

	Name	Membership #	Will Attend	Will Not Attend	For Registering Secretary Date Registered
1.					
2.					
3.					

**Alternates** (*List Chairman of Delegation First- Attach Additional sheet as necessary*)

	Name	Membership #	Will Attend	Will Not Attend	For Registering Secretary Date Registered
1.					
2.					
3.					
4.					
5.					
6.					

**Certified** (*Do Not Type Signature*)

Unit Secretary:	Unit President:
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**Delegate Information**

Total Elected Delegates:	Total Delegates in Their Own Right:	Unit's Authorized Delegation:	Number X \$30 Each:
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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. Include all Unit/District # on all checks.

**Payment Information** (GF42423)

Date:	Unit Check #:	Amount Enclosed:
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**Copies**

Original to Department Office with Fees	One Copy to District President	Retain One Copy for Chairman of Delegation
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This Form is due twenty-five (25) days prior to opening of convention. Remit this transmittal form with your checks to ensure proper accounting.