



American Legion Auxiliary Application for Unit Charter

Provisions of the American Legion Auxiliary Constitution ARTICLE III OF THE CONSTITUTION **Eligibility**

Section 1. 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 periods 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 periods 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.

ARTICLE VIII OF THE BYLAWS **Unit Organizations**

Section 1. Units shall be chartered by the National President and National Secretary on receipt of the charter application properly executed with typewritten names of the applicants on the original (white sheet) and accompanied by the per capita dues and individual membership record forms. Application for Unit charters shall be signed by the Department President and the Commander and Adjutant of The American Legion Post to which the Unit is attached and said charter shall be closed thirty days after the application has been signed by the Commander of said American Legion Post.

Section 2. With the sole exception of the Department Headquarters Unit, the minimum membership of a Unit shall be ten (10) Senior members. A Department Headquarters Unit shall have no minimum membership requirement.

Section 3. A Unit shall be given the name, location, and number of The American Legion Post to which it is attached.

Section 4. Each Unit of the American Legion Auxiliary shall be the judge of its own membership, subject to the restriction of the Constitution and Bylaws, except that no person who is a member of an organization which has for its aim the overthrow of the United States Government by force or violence, 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 5. When a Unit ceases to function, or its charter has been revoked or canceled, the charter and all Unit records and funds shall be immediately forwarded to Department Headquarters.

Section 6. No person may, at any time, be a member of more than one Unit.

Section 7. Any member in good standing in a Unit, shall be entitled to transfer to another Unit.

Section 8. Any member in good standing wishing to transfer to another Unit must present to the new Unit her current membership card. Upon acceptance of the transfer applicant by the new Unit, the Unit Officer will complete the transfer section on the Member Data Form. The new Unit Officer and member must sign and date the Member Data Form to be valid. The member shall then be entitled to active membership in said Unit. No dues shall be transferred.

Section 9. A Unit member may withdraw providing her current dues are fully paid. Upon withdrawal, however, she shall be prohibited from joining any other Unit as a new member during the remainder of the current year for which said 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 by withdrawal.

Section 10. The Secretary and/or Treasurer of the Unit shall be bonded, such position bond being available through National Headquarters.

ARTICLE XI OF THE BYLAWS **Charters**

Section 2. The Department Executive Committee may revoke, cancel or suspend Unit charters.

(SEE INSTRUCTIONS ON REVERSE SIDE)

To The American Legion Auxiliary, Department of _____

We, the undersigned, hereby certify that we are entitled to membership in the AMERICAN LEGION AUXILIARY under ARTICLE III of the National Constitution, as above quoted. We hereby request the issuance of a charter for the formation of an Auxiliary Unit at

_____, to be attached to _____
(Location of Unit) (Legal name of Post)

Post No. _____, Department of _____.

On issuance of a charter we hereby agree to organize and maintain a Unit under the above name with the minimum membership designated by the National Constitution. We hereby further agree to uphold the principles of The American Legion and The American Legion Auxiliary and to comply with all rules and regulations prescribed by the Department and National organizations. This Auxiliary Unit shall be in all things subject to the jurisdiction of those bodies.

NAMES (Print or Type)

ADDRESSES

<p>_____ <i>President</i></p> <p>_____ <i>Secretary</i></p> <p>_____ <i>Treasurer</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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I hereby certify to the accuracy and good faith of the above application. When issued, the Charter will be returned to the Department Headquarters for distribution.

_____ (Print name of Unit President) _____ (Unit mailing address)
 _____ (Signature of Unit President) / ____/ (Date) _____ (City) _____ (State) _____ (Zip)

INSTRUCTIONS (Read carefully)

1. The Unit President or other person designated by the Unit to receive the charter when issued must sign the certificate at the bottom of application on preceding page.
2. Charter applications must be printed or typed in triplicate, each bearing the names of the applicants eligible for membership. All three copies will be forwarded to the Department Headquarters, after signed by the Commander and the Adjutant of the Post to which the Unit is to be attached. The original will be retained by the Department Headquarters, and the other by the National Headquarters.
3. Each copy of the charter application must bear THE SIGNATURES called for in the FIRST AND SECOND ENDORSEMENTS below.
4. The application for charter and the following must be forwarded to Department Headquarters.
 - a. Individual Membership Applications, signed by a Post Officer. (A minimum of 10 new Senior members is required.)
 - b. Department and National membership dues for all names on the charter application (except transferring members who have already paid current year dues.)
 - c. Charter fee in amount designated by the Department.
 - d. Department and National copies of membership card stubs for names appearing on the charter application.
 - e. Unit Data Form.

FIRST ENDORSEMENT

Date _____, 20 _____

To the Department:

The foregoing application has been approved by _____ Post, Number _____,

of The American Legion, Department of _____, to which the Auxiliary Unit is to be attached.

Attest:

(Signature of Post Adjutant)

(Signature of Post Commander)

SECOND ENDORSEMENT

Date _____, 20 _____

Department _____

Address _____

I certify that I have examined the foregoing application. Approval is recommended. Charter is to be issued under the name of the American Legion Auxiliary Unit of _____ Post Number _____,
(Location of Unit)
of the American Legion Department of _____.

(Signature of Department President)

Return to: American Legion Auxiliary
National Headquarters
3450 Founders Rd.
Indianapolis, IN 46268

THIRD ENDORSEMENT

Date _____, 20 _____

To the President,

The American Legion Auxiliary, Department of _____.

Returned. Approved. Charter issued and enclosed herewith.

(Signature of National Secretary)

FOURTH ENDORSEMENT

Date _____, 20 _____

To _____
(Name of President of Auxiliary Unit)

Forwarded. Charter applied for herewith enclosed.

Department of _____

(Signature of Department President)