



American Legion Auxiliary  
Department of Michigan  
212 North Verlinden Avenue, Ste. B • Lansing, Michigan 48915  
phone 517-267-8809 • fax 517-371-3698  
www.michalaux.org

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### Secretary's Guide

Bonnie Olson, Secretary-Treasurer, [bonnie@nichalaux.org](mailto:bonnie@nichalaux.org)

Immediately at the close of your term, you turn these instructions and all secretary's records over to your successor. BE SURE to immediately send to the Department Secretary the new Officers List form. Membership cards for the new year WILL NOT be given to the unit until that form is received at headquarters.

1. UNIT TRANSMITTALS: Department has devised a detailed Instruction Sheet on how to fill out a Unit Transmittal Form. Please find it as part of the guide.
2. Alphabetize all Juniors, Seniors and new members on the same page, indicating the status in the appropriate column.

Checks are made payable to the American Legion Auxiliary, Department of Michigan, or ALA of Michigan for short and must accompany the Unit Transmittal Form for the amount covering the number of names listed: \$15.00 for each senior member and \$3.00 for each Junior member. Please double check your figures.

When back payment of dues is made, these dues must be listed on a separate unit transmittal form... one for each year in which dues are being paid. This is a National rule. Do not list with current dues. Mark the year for which the dues are being paid in the blank provided at the top of each Unit Transmittal Form.

3. If there is an error in the amount of the check covering the dues, or if there are errors on the Unit Transmittal sheets, a debit or a credit will be issued. When you use the debit or credit, send the YELLOW copy to department and keep the white copy for your records. Always double check your work to save time and postage costs.
4. It is the responsibility of the unit secretary to make sure that all dues are remitted promptly to Department Headquarters, at least once monthly, and that membership applications are correctly and completely filled out and signed with black ink so there may be no question as to eligibility of continuous membership some time in the future. Be sure all applications are typed or printed legibly. If applications are incorrect or incomplete they will be returned to you for corrections.

A member failing to pay annual dues by December 31<sup>st</sup> of the current year shall be classified as delinquent, and shall be suspended from all membership privileges (convention action 1975).

5. APPLICATIONS: Must be signed by the applicant. If a girl is too young to sign or a person is physically unable to write, the person who signed for the applicant must sign her own name below that of the applicant's signature. There is no age limit in Auxiliary membership, but girls under the age of 18 are classified as Junior members (unless married).



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## Unit Secretary's Duties

1. Records action of the organization through the minutes.
2. Calls roll when necessary.
3. Issues calls or notices for all meetings.
4. Keeps Bylaws, roster and committee lists in the Minute Book.
5. Keeps files for reference.
6. Keep neat and careful record of all business transacted at meetings, with exact wording of every motion made, with a report as to whether it was carried or lost. Brief notes on the discussion of the motion may be included in the minutes, but no comment of any kind, favorable or unfavorable, should appear in the minutes.
7. With the organization's minute book on hand, reference to the minutes of past meetings is possible.
8. The Secretary should always also have on hand, a copy of the Bylaws, Standing Rules, the Book of Parliamentary Procedure endorsed by the organization and a list of unfinished business, one copy of which she should give to the presiding officer prior to the meeting.
9. The minutes should include the following:
  - a. Kind of meeting: regular, special, annual
  - b. Place, date and hour of meeting
  - c. Name and office of Presiding Officer
  - d. Number in attendance
  - e. Record of all motions, with the name of the maker of each and statement of whether carried or lost (it is not necessary to record the seconder of a motion)
10. A motion that has been voted "withdrawn" should not be recorded.
11. A Secretary, in the absence of the President and Vice President, calls the meeting to order and entertains a motion for a temporary chairman.

## Unit Treasurer's Duties

1. Should be bonded.
2. Is custodian of the funds of the organization, receives and disburses them upon authority from the organization.
3. Sends out dues notices.
4. Keeps a financial statement up-to-date at all times, to make it available to any member on request.
5. Accepts bills for payment such as travel expense, postage, etc., only when receipts for bills are enclosed.
6. Submits a monthly statement and an annual report. This latter should be audited. The auditor's report is presented following the annual report of the Treasurer. The auditor's report carrying with it the Treasurer's report, should be adopted. This has the effect of accepting the report of the Treasurer.

When a member does not pay dues for one or more years and wishes to rejoin, she must either pay back dues or fill out a new application proving present eligibility.

Eligibility through a deceased veteran: The Post Adjutant must see the death certificate and honorable discharge papers, and then sign the woman's application.

Signing: The Secretary does not sign the application unless the woman is a veteran joining under her own service.

6. Department Membership books close on June 30th of the current year. Mandatory Dues are based on these closing figures.
7. RECEIPTS: are not sent from Department Headquarters. Your cancelled check is your unit's receipt. For protection cash should not be sent.
8. TRANSFERS: A member may transfer from her unit to another before December 31<sup>st</sup> and pay her dues to the new unit. If she transfers after December 31<sup>st</sup> dues must be paid to the unit from which she is transferring.  
  
A unit is the judge of its own membership in the case of a transferring member the same as if a new member, on the grounds that eligibility does not constitute acceptability (Unit Handbook page 9).  
  
A member wishing to transfer her membership must show her paid membership card to the secretary of the unit to which she is transferring. She signs all copies of the Member Data Form in the Transfer section. The new unit secretary signs all copies of the Member Data Form and makes a copy for her unit files, and mails the other copies to Department Headquarters.
9. MEMBERSHIP CARDS & LIST: In June, the National Headquarters sends new Senior and Junior membership cards and a roster of all unit members.
10. Form 990: All units are required to file a Federal Tax form 990. If your books close on June 30<sup>th</sup> the Form 990 must be filed by November 15<sup>th</sup>.
11. Honorary Life Membership: Created for Units who confer Honorary Life Membership on an outstanding member. Each Department shall establish its own rules for conferring Honorary Life Membership and certification of these memberships. Special note: Honorary Life Memberships may not be transferred from Unit to Unit; nor Department to Department; nor from one member to another member.
12. PUFL Membership: Any member in good standing whose membership dues are paid for the current year may become a PUFL, which is the Auxiliary Paid-Up-for-Life membership program. The Unit Secretary on the application must verify the membership status. PUFL applications can be secured through your Department Headquarters.



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*Serving Veterans,  
Their Families and  
Their Communities*

**INSTRUCTIONS**  
*Please Print*  
(See Reverse side)

## UNIT TRANSMITTAL FORM

*Please Print*

**THIS FORM MUST ACCOMPANY ALL MEMBERSHIP DUES.**

Transmittal No.: 1      Membership Year: 2      Date: 3  
Unit Name: 4      District No.: 5      Unit No.: 6

TOTAL JUNIORS:	Renewals	<u>7</u> ↓	@ \$ 3.00 = \$	<u>8</u> ↓
TOTAL JUNIORS:	<u>NEW**</u>	_____	@ \$ 3.00 = \$	_____
TOTAL SENIORS:	Renewals	_____	@ \$15.00 = \$	_____
TOTAL SENIORS:	Rejoins	_____	@ \$15.00 = \$	_____
TOTAL SENIORS:	Transfers	_____	@ \$15.00 = \$	_____
TOTAL SENIORS:	<u>NEW**</u>	_____	@ \$15.00 = \$	_____

TOTAL JUNIORS & SENIORS: 9      TOTAL AMOUNT ↓

ENCLOSED IS CHECK NUMBER 11      IN THE AMOUNT OF: \$ 10

**\*\*Please make certain that all membership applications are verified with a signature of an authorized member of the American Legion Post. Do not forget to write your Unit No. on the application.**

**Please Print All Information Clearly!**

<b>YEAR TO DATE</b>	
Unit Membership:	<u>17</u>
PUFL Members:	<u>18</u>
<b>TOTAL:</b>	<u>19</u>

Print Name: 12  
Signature: \_\_\_\_\_  
Title: 13  
Mail Address: 14  
City, State, Zip: \_\_\_\_\_  
Day Time Phone: (      ) 15  
Email: 16

**WHITE COPY:** 20

Send to Department with Dues and a List of Members in Alphabetical Order of the names you are submitting on this form.

**YELLOW COPY:** Unit Files

**STEP BY STEP INSTRUCTIONS**  
**NECESSARY TO COMPLETE MEMBERSHIP TRANSMITTAL**

1. At the beginning of each new membership year, start over and number each transmittal consecutively starting with the number 1, 2, 3, etc.
2. Indicate the year that you are submitting dues for, make sure to submit a separate transmittal for each year you are paying dues on.
3. Always make sure to date the transmittal the date in which it was mailed.
4. The Unit Name for dues being submitted.
5. The District Number for dues being submitted.
6. The Unit Number for dues being submitted.
7. Enter the total number of Junior or Senior Renewals; Junior or Senior New; Rejoins and Transfers. Multiply this number by the dues rate preprinted on form to the right.
8. Enter the total dollar amount.
9. Enter the total of members to pay in this column.
10. Enter total amount submitted.  
*(IT IS VERY IMPORTANT TO DOUBLE CHECK YOUR MATH AND MAKE SURE THAT THE CORRECT AMOUNT HAS BEEN ENTERED AND THAT IT MATCHES THE CHECK SUBMITTED.)*
11. Make sure you or your TREASURER notates the check number(s) that corresponds with this form. If you are submitting more than one year or multiple transmittals you may total all transmittals and submit one check. Just indicate the transmittal numbers it covers on your check.
12. Print name and signature of person completing transmittal. (It may be necessary to contact you.)
13. Title of person signing form.
14. Print complete mailing address in case transmittal has to be returned.
15. DAYTIME contact phone number that we may contact you for any questions.
16. Email address of person completing form.
17. Regular Junior & Senior Members paid year to date, including this transmittal.
18. PUFL Members in Unit (PLEASE NOTE: these numbers will not be added by National to the Unit Roster until late fall. It is not necessary to report the PUFL names.) PUFL (formally called VIMs) stands for Paid-Up-For-Life Members.
19. Total Members plus PUFL members submitted to Department. PLEASE—Keep in mind it is the Department's aim to process your transmittals as quickly and efficiently as possible. However, it will take a period of time to complete the steps, particularly with new members. Membership discrepancies may occur due to incorrectly completed transmittals, incomplete applications, or a number of other errors.
20. Send white copy with check for total dues PLUS a List of Members in Alphabetical Order of the names you are submitting with this form.

It is the responsibility of the Membership Chairman of each Unit to check the Membership Report online at our website ([www.michalaux.org](http://www.michalaux.org)) monthly to make sure the Unit's numbers match those the Department is reporting. HOWEVER, IT IS RECOMMENDED THAT YOU WAIT A PERIOD OF AT LEAST TWO WEEKS AFTER THE TRANSMITTAL WAS MAILED. This will allow for processing. This can be done by email, faxing, mail or telephone.

***PROCESSING OF MEMBERSHIP IS AN IMPORTANT AND VITAL ROLE OF EACH UNIT, WE WANT TO SAY THANK YOU IN ADVANCE FOR TAKING THE TIME AND EFFORT FOR REPORTING AND TRANSMITTING YOUR MEMBERSHIP TO THE DEPARTMENT OFFICE.***

*A set of Membership Guidelines was submitted in each Membership Packet and is available on our website. We suggest that you review them each year to make sure you are submitting dues correctly! However, if for any reason you have any questions prior to submitting this form; please do not hesitate to call the State Office at any time. We are here to serve and offer guidance to our ALA Units in whatever capacity they may need! Good Luck...!*

*Department of Michigan Office Staff*

**AMERICAN LEGION AUXILIARY - DEPARTMENT OF MICHIGAN**  
**For Use When Transmitting Membership In the Place of Highlighted Copy of Roster**

**\*\*PLEASE PUT IN ALPHABETICAL ORDER, INCLUDE JR MEMBERS TOGETHER WITH SRS**  
**\*\*GROUP TOGETHER EXPIRED OR FORMER MEMBERS WHO NEED TO BE REJOINED**  
**\*\*AND LIST THE NAMES OF NEW MEMBERS. SKIP A LINE IN BETWEEN THE SEPARATE GROUPS**

	UNIT # _____ Last Name	DATE# _____ First Name	Member ID #	Junior or Senior	New or Renewal
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					



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## MEMBER DATA FORM

*Please Print*

Date: \_\_\_\_\_

Member ID No.: **1** \_\_\_\_\_

Unit No.: \_\_\_\_\_

**INSTRUCTIONS**  
(See Reverse Side)

### DECEASED

Members Name: **2** \_\_\_\_\_

Deceased Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### CORRECTIONS (Name and Address)

Former Name: **3** \_\_\_\_\_

New Name: **4** \_\_\_\_\_

Former Address: \_\_\_\_\_

New Address: \_\_\_\_\_

Former City: \_\_\_\_\_

New City: \_\_\_\_\_

Former State: \_\_\_\_\_ Zip: \_\_\_\_\_

New State: \_\_\_\_\_ Zip: \_\_\_\_\_

Former Telephone No.: (\_\_\_\_) \_\_\_\_\_

New Telephone No.: (\_\_\_\_) \_\_\_\_\_

Former Email: \_\_\_\_\_

New Email: \_\_\_\_\_

### UNIT TRANSFERS

Members Name: **5** \_\_\_\_\_

PREVIOUS Unit No.: \_\_\_\_\_ Department: \_\_\_\_\_

NEW Unit No.: \_\_\_\_\_ Department: Michigan

Members Signature REQUIRED

Signature of New Unit Officer REQUIRED

Did your Unit collect and submit current dues on this member?:  Yes  No

*Please send 2 copies of this form for Transfers Only!*

### MEMBER STATUS CHANGES

Members Name: **6** \_\_\_\_\_ Marital Status:  Married  Single  Widowed  Divorced

This member now is a:  PUFL (Paid-Up-For-Life Member)  HLM (Honorary Life Member)

This member should be marked as a Junior Member NOT a Senior Member. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

This member needs to be Rejoined into our Unit.

This member has requested in writing that she wishes to cancel her membership.

This member has been marked deceased in error. Please correct their status to "Active".

This member has requested that we do not send any mail to her home.

Print Name of person submitting form: **7** \_\_\_\_\_

Signature

Email or phone

**WHITE COPY:** Send to Department

**YELLOW COPY:** Unit Files

Revised 6-1-12

## MEMBER DATA FORM INSTRUCTIONS

The Member Data Form should be used to report Deceased Member(s), Name and address changes, Unit transfers, and other member status changes.

1. Date, Member's ID Number and Unit Number.
2. Deceased Member's name and deceased date (if known).
3. FORMER information—Name, address, phone and e-mail.
4. NEW information—Name, address, phone and e-mail.
5. Transfers—NO TRANSFER shall be made unless the member requesting a transfer has a membership card showing that she is a member in good standing at the time the transfer is requested. Members whose dues for the current calendar year are not paid by Dec. 31<sup>st</sup> of that year are delinquent, and are not in good standing, and are not eligible for a transfer.

No charge shall be made to the member for the privilege of transfer and no dues shall be transferred from one Unit to another. The accepting Unit may require payment of difference in dues on a pro-rated basis if dues are higher than transferring member's former Unit.

Any Auxiliary member desiring transfer of membership must first secure approval from the Unit to which transfer is desired. She may do this orally or by letter. The Secretary of the NEW unit will then complete this form and send 2 copies to the Department. She will also contact the old Unit to inform them of the transfer.

COPIES: Mail 2 copies to the Department and maintain yellow copy for the Unit's records.

NOTE: Signature of the New Unit Secretary is REQUIRED in reporting a transfer.

6. Member Status Changes
  - a. Marital Status Change: Place an X in the correct box.
  - b. PUFL or HLM: Place an X in the correct box.
  - c. Balance of changes: Place an X in the correct box—in the case of a junior member's status; please indicate the date of birth.
7. Print the name of the person submitting the form, followed by a signature, and a day time contact of phone or e-mail.

*Department of Michigan Office Staff*





# American Legion Auxiliary

Department of Michigan

517-267-8809 xt. 22

Effective Date: June 1, 2016

PLEASE DISCARD ALL PREVIOUS ORDER FORMS

Quantity Description

Price Total

Alphabet of Writing Tips	\$0.50
Assorted Patriotic Songs	\$1.00
Certificate of Initiation #333.112	\$1.25
Certificate of Appreciation #333.100	\$1.25
Certificate of Appreciation, Girls State #333.113	\$1.25
Certificate of Commendation #733.117	\$1.50
Certificate of Community Service #333.108	\$1.50
Certificate of Continuous Membership (5-80 Years, please Specify) #333.111	\$1.00
Certificate of Life Member #333.116	\$1.25
Certificate of Participation #333.101	\$1.25
Certificate of Participation, Junior Activities #333.107	\$1.25
Certificate, Poppy "In Recognition Of" #333.120	\$1.25
Chaplain's Prayer Manual #355.111	\$3.75
Citation, Blank (Printed Emblem) #333.007	\$1.25
Citation For Meritorious Service #333.115	\$1.25
Certificate, Scholarship Award #333.104	\$1.25
Coloring Book-- Halloween-#355.300E	\$1.00
Coloring and Activity Book- World Geography #755.303	\$1.00
Comic Book--Bullying Prevention #755.305	\$1.00
Comic Book--Light of Liberty #755.301	\$1.00
Comic Book--Our Country's Flag #755.300	\$1.00
Comic Book--Our Country's Veterans #755.304	\$1.00
Comic Book--Pledge of Allegiance #755.302	\$1.00
Constitution & Bylaws, Department (revised 2014)	\$3.50
Constitution & Bylaws, National (revised 2014) #355.202	\$3.75
DEPARTMENT--Guides	\$5.00
Early Bird Stickers (1 sheet)	\$0.75
Flag Code Sheets #155.201	\$0.25
Guards, Continuous Years of Membership (5-80 yrs, specify) #315.151	\$8.50
Guide for Volunteers in Rehabilitation #355.217	\$2.50
Junior Attachment for Membership Pins #315.110	\$8.50
"Let's Be Right on Flag Etiquette" (Legion) #755.200	\$1.25
Membership Pins, Blue Star #315.101	\$7.25
NATIONAL--Unit Guide Book (2014) #355.200	\$12.00
Parliamentary Procedure #755.203	\$2.00
Poly Decal, American Legion Auxiliary, 3" #350.003	\$2.00
Poly Decal, American Legion Auxiliary, 6" #350.006	\$2.50
Poly Decal, American Legion Auxiliary, 12" #350.012	\$7.25
Poppy Lapel Streamers (1 Dozen) #320.111D	\$7.25
Poppy Stamps #350.130	\$1.25
Poppy Window Decal (Static-cling vinyl) #350.207	\$3.75
Preamble to the Constitution of the American Legion Auxiliary #333.130	\$2.00
Ribbon Carrier #414.100	\$6.00
Seals, Gold Foil, American Legion Auxiliary, 3/4" #350.030	\$0.25
Seals, Gold Foil, American Legion Auxiliary, 1 1/4" #350.031	\$0.75
Seals, Gold Foil, American Legion Auxiliary, 2 1/2" #350.032	\$0.75
Secretary's Minute Book (with 65 pages and hard cover) #345.100	\$34.75
Secretary's Minute Book Refill Sheets #345.100A (10 Sheets)	\$3.50
Treasurer's Book (with 60 pages and hard cover) #345.101	\$48.00
Treasurer's Book refill sheets #345.101D (10 Sheets)	\$3.75
Warrant (Receipt) Books	\$1.00
Treasurer's Book Cash Balance & Bank Statement Refill (6 Sheets)	\$3.75

**WE RESERVE THE RIGHT TO LIMIT QUANTITIES**

American Legion Auxiliary..At A Glance.....	FREE
American Legion Auxiliary..Family.....	FREE
Certificate of Achievement (Junior members becoming 6 yrs of age).....	FREE
Certificate of Enrollment (Tiny Tot).....	FREE
Certificate: Junior to Senior.....	FREE
Deceased/Duplicate Forms.....	FREE
Dues are Due Statements.....	FREE
Girls State Brochure.....	FREE
Junior Activities Brochure.....	FREE
Member Benefit Flyer.....	FREE
Member Data Form (Name/address/cont. years corrections and transfers).....	FREE
Membership Applications.....	FREE
Membership Cards Blank (8 per sheet).....	FREE
Memorial Contribution Forms.....	FREE
Michigan Membership Brochure "Hats Off to Our Veterans".....	FREE
New Member Kit.....	FREE
PUEL Application.....	FREE
Theme Song, Auxiliary, "For God & Country" & "To the Auxiliary".....	FREE
Theme Song, Girls State "Here's to Girls State".....	FREE
Transmittal Sheets, Units.....	FREE
Scholarship Opportunities Brochure.....	FREE
Emergency Fund Brochure.....	FREE
Legislative Advocacy Guide.....	FREE
ALA Foundation Brochure.....	FREE
Planned Giving Guide.....	FREE

**Total Purchases** .....

**\*Packing & Shipping Charges (See Chart)**, .....

Ship to: **Total Due** .....

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Unit # \_\_\_\_\_  
 City, State & Zip \_\_\_\_\_

**Packaging & Shipping**

\$0.00 - \$5.00	Add \$ 2.00
\$5.01 - \$10.00	Add \$3.95
\$10.01 - \$20.00	Add \$4.95
\$20.01 - \$40.00	Add \$5.95
\$40.01 - 60.00	Add \$6.95
\$60.01 - \$80.00	Add \$8.95
\$80.01 - \$100.00	Add \$10.95
\$100.01 - \$150.00	Add \$11.95
\$150.01 - \$200.00	Add \$12.95

Send completed order form with payment to:  
 ALA Department of Michigan  
 212 N Verlinden Ave., Suite B, Lansing, MI 48915  
 Please Allow 2 Weeks for Delivery

**\*Note: Even though the items are free, we ask for \$2.00 to defray the postage Costs.**