



## DEPARTMENT OF GEORGIA POLICY MEMBERSHIP PROCESSING & REPORTING

Reviewing Body: The Membership and Risk & Compliance Committees Reviewed Date: 06-20-2024  
Adopted By: Department Executive Committee Adopted Date: 07-25-2024

### Policy Statement

It is the policy of the American Legion Auxiliary (ALA), Department of Georgia (Department), a public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Stockbridge, Georgia **to properly process and report memberships to units following all the rules and regulations of the National American Legion Auxiliary**

The purpose of this policy is to define membership processing and reporting protocols.

### Policy Definitions

**ALAMIS:** American Legion Auxiliary Management Information System is used by units and departments to manage members, units, departments, and leadership information.

**Membership Records:** All applications for membership from, both regular and PUFL, and the associated proof of eligibility.

**Membership Dues:** Paid by individuals to be a member of the ALA organization consisting of three portions, National, Department, and Unit for which each entity sets the rate thereof.

**Membership Goal:** Units strive to meet an assigned membership goal each year. The membership calculation for goal is based only on the number of memberships for which the unit received payment of membership dues. Members that transferred to another unit (the receiving unit) do not count toward the receiving unit's goal number although the member will appear on the ALAMIS roster when processed; the membership is counted in the unit to whom the dues payment was made. Staff and the Membership Chairperson use the ALA GA Membership Goal Tracking Report to communicate to Units the official status to reaching membership goals.

### Policy

1. Per ALA National Bylaws, Article IX Unit Organizations, Section 5: **Each Unit of the American Legion Auxiliary shall be responsible for verifying eligibility and deciding its membership**, subject to the restrictions of the national governing documents.

Per the ALA National Unit Guide Book (2024 edition), it is the responsibility of the Unit Secretary to keep a permanent file whether by paper or electronically for the unit, to include complete membership lists for every year; individual membership applications, filed alphabetically, for everyone who is or has ever been a member of the unit; complete record of members lost by death, transfer, nonpayment of dues, resignation, or expulsion; record of

individual member identification numbers. Further, since eligibility for membership can be challenged at any time during the life of the member, eligibility information should be securely retained as long as the member is alive and should be redacted to permanently cover any personal identifying information to protect from identity theft.

All units who do not use full access ALAMIS are required to send all new membership applications to the department as soon as they are received. All units who use full access ALAMIS shall send a copy of the membership application in pdf if sending electronically or may send a hard copy via US mail within 30 days.

2. The Department shall utilize ALAMIS as the only official database for membership records and reporting to ensure complete transparency except for goal tracking.
3. Each week, the Department shall recognize and circulate the ALA GA Membership Goal Tracking Report which shall be updated by staff based on current ALAMIS paid memberships. The Membership Chairperson shall use this report to communicate weekly to Units the official status of units reaching membership goals and shall promote membership growth, assisting with renewals, and reviewing with units their status to goal.
4. Staff shall recognize immediately all memberships on the weekly ALA GA Membership Goal Tracking Report regardless of how a membership is paid – by a Unit via Check, by a member via <https://www.legion-aux.org/myauxiliary-member-portal> or by a Unit with ALAMIS Full User Access **not waiting for receipt of funds from National** for the Department portion of the dues. Once paid to National and “paid thru” is noted as the current year, the Department portion of the membership dues is an immediate accounts receivable and asset as such, memberships shall not be held from the ALA GA Membership Tracking Report while the Department wait for funds from National.
5. There shall be no pause in the weekly ALA GA Membership Goal Tracking Report unless agreed to in advance by the Department Membership Chairperson; the report shall be issued weekly from the first week following the national annual convention until the last Thursday before the national annual convention.
6. A supporting report not generated by ALAMIS is the ALA Georgia Membership Tracking Data and the Membership Clerk, the Secretary/Treasurer and the Membership Chairperson shall always have access to these reports through a file sharing platform ensuring transparency.
7. The Department shall encourage units to take the necessary action for unit membership to vote and approve the units’ use of ALAMIS Full User Access with a debit card to streamline membership processing for both the units and the department.
8. Units may choose to process memberships by submitting via mail the paper membership transmittal and data forms or by utilizing the ALAMIS Full User feature. In either case, the Unit retains the unit portion of the membership dues and submits the Department and National dues to either the Department (traditional) or National (ALAMIS Full User).
9. **Units and the Department shall not HOLD memberships for any reason at any time of the year.** Once a membership application is submitted and eligibility is verified by the Unit and signed by the Post Officer, the membership is to be processed immediately by the Unit and the Department. All new membership applications, renewals and rejoins shall be processed

by the Units with full ALAMIS access, or by the Membership Clerk, until the Friday before the National Convention begins.

10. The Department shall process in a timely manner the unit portion of membership dues the Department receives from National, including PUFL, to the Units.
11. The Units shall submit Member Data Forms in a timely manner to report deceased and transferred members. The Department shall process memberships of deceased and transferred members immediately and accurately in ALAMIS and in the ALA GA Membership Goal Tracking Report.
12. The Department shall obtain, retain, and keep on file all membership records related to the Department 400 Unit, which shall include all members who were transferred to the 400 Unit after charter cancellations.
13. When members join online and designate their mailing address as within the state of Georgia, they are placed in the 400 Unit. The Department staff and Department Membership Chairperson shall welcome the new members and collaborate with them to transfer these members to local units if the member so desires.
14. All persons having access to ALAMIS must abide by the National policy on protecting the membership information and how the ALA Membership List may be accessed and used.
15. All persons needing assistance with ALAMIS for any level of use shall submit an ALAMIS Help Ticket at <https://member.legion-aux.org/member/resources/alamis> in lieu of seeking assistance from Department staff. Should escalation be needed, if the ALAMIS National staff does not respond, the Department Membership Chairperson should be informed and offer help to get the unit the needed assistance from ALAMIS team members.
16. At all times, if Units have questions about membership, the Unit shall email the Membership Chairperson or the Membership Clerk and the Membership Chairperson or the Membership Clerk shall respond to the email within two (2) business days.
17. All Units that transmit checks to the Department shall be responsible for reimbursing the Department for the total of the check and any fees charged should the Unit's financial institution decline the check for insufficient funds. Further, all members and units that transmit payment to the National organization for membership dues whose accounts are deemed to have insufficient funds and the payment was incomplete shall, if necessary, reimburse the Department for the amount due plus any fees incurred.
18. The National ALA states in Article IX Unit Organizations Section 5 that each Unit of the American Legion Auxiliary shall be responsible for verifying eligibility and deciding its membership, subject to the restrictions of the national governing documents. Further, the National ALA states in Standing Rule XI, Units, #7 that a Unit member within the same Unit can challenge the membership eligibility of a current member, or a person considered for membership. Should, at any time, evidence arise by any means within the Department of Georgia to a Department leader that any unit leader in the Department of Georgia responsible for processing memberships and verifying eligibility are not following the national governing documents and the requirements for application, eligibility, and records retention, that individuals shall be subject to investigation for which they shall comply. The Department shall in a timely manner, following the principle of fundamental fairness which includes notice

and an opportunity to be heard, review the allegations and if considered worthy of a recommendation to the member’s Unit for expulsion from membership based on the actions of the individual, the Unit will be asked to consider expulsion of the member.

**Process**

Processing of membership applications is outlined in the ALA National Unit Guidebook, the ALAMIS Training Manuals, the ALA National Department Operations Guide and information available to unit membership chairs by the Department Membership Chairperson and the National Membership Committee. <https://member.legion-aux.org/member/committees/membership>

**Procedures:**

**Accessibility:** This policy shall be readily accessible on the Department website with all other Policies to all members, leaders, vendors, and staff.

**Continual Improvement:** This policy shall be reviewed periodically, to enhance its efficient delivery of effective outcomes. Adopted changes shall be noted in the table of updates at the end of this document.

**Authority:** This policy shall adhere to all rules and regulations pertaining to membership and membership processing the National American Legion Auxiliary.

**Interpretive Authority:** The Department President and the Department Second Vice President (Membership Chair), in consultation with the Department Secretary, other officers or national leadership, as appropriate, are responsible for interpretation of this policy.

**Related Information**

- ALA National Constitution, Bylaws, Standing Rules and Policies, current edition.
- ALA Unit Guidebook, current edition, specifically Chapters 2: Eligibility and Membership and Chapter 3: The Unit.
- Department Operations Guidebook, 2016 edition, updated: Chapter 8, Membership.
- National Forms: Membership Application; PUFL Membership Application
- Department Forms: Member Transmittal, Member Data Form, ALAMIS Program Access Form
- ALAMIS User Guide: <https://member.legion-aux.org/member/resources/alamis>
- ALA Membership Committee: <https://member.legion-aux.org/member/committees/membership>

Date Revised (or established)	Description of Revision	Adopted By:
07-25-2024	Established	Department Executive Committee