

## **DELEGATE AND ALTERNATE INSTRUCTIONS**

Per the Department Constitution **ARTICLE VII, DEPARTMENT CONVENTION, SECTIONS 4 and 5**: Each Unit in the Department shall be entitled to one (1) delegate and one (1) alternate for the first ten (10) members and one (1) additional delegate and one (1) additional alternate for each additional one hundred (100) members or major fraction thereof, whose current dues have been paid thirty (30) days prior to the date of the Convention. Unit delegate's entitlements unused by Units may be elected from the respective County's membership at the June County meeting. The immediate Junior Past President of the Unit shall become the first delegate to be elected.

**If a Delegate cannot attend for any reason, the highest elected Alternate present would become a Delegate in her/his/their place. (Immediate Past County President is the delegate)**

Members	Delegates	Members	Delegates
10 – 60	1	461 – 560	6
61 – 160	2	561 - 660	7
161 – 260	3	661 – 760	8
261 – 360	4	761 – 860	9
361 - 460	5	861 - 960	10

**Unit delegates should be elected, and Unit delegate forms should be completed and submitted to the County President so she/he may poll the elected delegates to determine voting on candidates for Department Officer, amendments to the Department Constitution, and such other business as may come before the Convention.**

**Please complete the County Delegate form and enclose your payment of \$20.00 and send it to the Department Office no later than July 1, 2025. Please be advised that you will need to show a photo ID at registration.**

**COUNTY Instructions:** Once Delegate and Alternate is chosen, please remit to the **Department Office the original County delegate form. Also, include a check for the registration fee of \$20.00 per member payable to: American Legion Auxiliary, Dept. of New York, 1580 Columbia Turnpike, Bldg.#1, Suite #3, Castleton-on-Hudson, NY 12033.**

If your County or Unit desires to present a resolution at the forthcoming Department Convention but did not submit it to the Department Office, it may still be sent to Department Office to arrive by **July 1st** or else may be given to the Department Secretary, **between 2:00 and 3:00 p.m., on July 16th, 2025** at Auxiliary registration in Syracuse, NY.