

# POLISH LEGION OF AMERICAN VETERANS, U.S.A.



## INSTRUCTIONS FOR NATIONAL CHARTER SONS DETACHMENT UNIT

### M-300A

All requests for this Form must be submitted to the National Adjutant or downloaded from our website [www.plav.org](http://www.plav.org).

The requirement of starting a new Auxiliary unit in any State is for the Auxiliary Unit Organizer to enlist at least ten **(10)** eligible Members willing to become a Chartered, Auxiliary Unit in the Polish Legion of American Veterans, U.S.A. It is suggested that the Auxiliary Unit Organizer have all the below stated materials available at the time of the first meeting of the prospective new Unit.

- 1) Charter Application Instructions
- 2) Charter application ( Three copies) .
3. Membership Report Form m-200A
4. Constitution and By-Laws Book, National & State

It is suggested that the Post and State Commanders, if available, be at this initial meeting to assist the Unit Organizer, at the meeting of the new Auxiliary Unit. The following decisions must be made:

1. Auxiliary Unit shall maintain the Name and Number of the Post
2. Establish the Mailing Address, (A PO Box may be used).
3. Election of a Unit President or Commander.
4. Election or appointment of a Unit Secretary or Adjutant.
5. Election of a Treasurer or Finance Director.
6. Establish your dues assessment schedule.
7. It is recommended that a full slate of Officers be elected immediately or it can be acted on at the first Regular Auxiliary Unit Meeting in accordance with the By-Laws.

Upon completion of the initial meeting the "Application for Charter " (all three copies) along with an M-200A Membership Report Form and a copy of the Auxiliary Unit Constitution and By-laws are to be forwarded to the respective Post and State Department for endorsement. In a case where no State Department should exist the above mentioned material should be forwarded directly to the National Adjutant.

After the Post and the State Department endorses the Charter Application (all three copies) the Application along with the M-200A Membership Report Form and the Constitution and By-laws should be sent to the National Adjutant, The National Adjutant shall process all the received material to the National Membership Director for National Executive Committee or National Convention approval.

After National Executive Committee or National Convention approval has been documented the National Membership Director will complete the processing of the Charter Application, by turning over the Applications to the National Adjutant who will issue the new Auxiliary Unit Charter and forward it and a copy of the Charter Application back to the respective State Department for presentation to the new Auxiliary Unit. The issuing of Membership Cards by the National Membership Director or National Membership Deputy Director will complete the process.

The new Auxiliary Unit should have the Charter permanently framed and the Application for Charter become a permanent record of the Unit.



**POLISH LEGION OF AMERICAN VETERANS, U.S.A.  
NATIONAL DEPARTMENT  
CHARTERED BY ACT OF CONGRESS**

**APPLICATION FOR: NATIONAL AUXILIARY CHARTER:  
SONS DETACHMENT UNIT**

We the undersigned, do hereby apply for membership in the Polish Legion of American Veterans, U.S.A. and for the issuance of a National Charter for our Auxiliary Unit on this: \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_  
MONTH YEAR

\_\_\_\_\_  
AUXILIARY UNIT NAME TO BE KNOWN AS

\_\_\_\_\_  
MAILING ADDRESS CITY, STATE & ZIP CODE

**CHARTER MEMBERS: (NOTE: ALSO ATTACH M-200A FORMS)**

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Organized on this the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Organizer/ Organizers \_\_\_\_\_

**ENDORSEMENTS**

Accepted by the \_\_\_\_\_, Post \_\_\_\_\_ and the Department of \_\_\_\_\_  
Polish Legion of American Veterans, U.S.A.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
POST COMMANDER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STATE COMMANDER

Accepted by the National Department, Polish Legion of American Veterans, U.S.A. on this  
\_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
NATIONAL COMMANDER

\_\_\_\_\_  
NATIONAL MEMBERSHIP DIRECTOR