

# CALL

## 100<sup>th</sup>

### **ANNUAL DEPARTMENT CONVENTION**

**June 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup>, 2018**

**January 8, 2018**

#### **PURPOSE:**

The annual Department Convention is the legislative body of The American Legion. The Department Convention is called for the purpose of setting the programs of The American Legion for the ensuing year, amending the Department Constitution and By-Laws, and for the transaction of such other business as may be brought before it. At 2:00 p.m. of the fourth session or at the conclusion of all other business of the Department Convention, whichever first occurs, on Saturday June 2, 2018 officers for the ensuing year will be elected. The Officers being elected are; The Department Commander, National Alternate Executive Committeeman, Department First, Second, Third, Fourth Vice-Commanders, and Department Historian. As of this date and time these elections will take place in the Carolina Ballroom at the Columbia Marriott Hotel.

#### **REPRESENTATION:**

The Department Constitution provides that:

- Each local Post shall at some duly published time elect not less than three (3) delegates to the Department Convention, and one additional delegate for each twenty five (25) members or major fractional part thereof, and each duly registered delegate shall be entitled to one vote. The total delegate vote count of each Post will be determined by their membership totals. One or more registered delegates present will be permitted to cast all votes for which the Post is entitled due to its membership count. **A registered delegate is one who has received their credentials and paid their registration fees.** (Article V, Section 5)
- All Past Department Commanders and any Congressional Medal of Honor recipients, as long as they are members in good standing with The American Legion, Department of South Carolina, shall have one (1) additional individual vote. Their votes are counted only when the aforementioned individuals are present and cast their vote with the Post that they are members. (Article V, Section 6)

The Department Commander is not a representative of any Post and, therefore, should not be listed on the certification of delegates and alternates. He serves as Chairman of the Department Convention and only exercises his vote in this capacity.

#### **Additional Post information:**

- Each Post is reminded that **ALL Credits and Debits Must be reconciled** thirty days (30) before the Department Convention or **May 2, 2018**.
- The total delegate count for each Post will be determined by their membership totals thirty days prior to the opening of the convention (May 2, 2018).
- Any Post having less than fifteen (15) members as of May 2, 2018 will not be entitled to any voting representation at the Convention.
- Delegates to the Department Convention shall be accredited in writing to the Department Adjutant in the number and manner prescribed by the Credentials Committee. The rights of Posts to make and accredit substitutes for absentee Delegates or Alternate delegates shall be officially certified by the Post Commander and Post Adjutant at the time of the certification required by the Credentials Committee or **at any time prior to the opening of the Department Convention**.
- Each Post is also entitled to one Alternate Delegate for each Delegate.
- Alternates shall have the power to vote only in the absence of the regular Delegates.
- The selection of Alternates to represent absent Delegates is a matter for decision within the respective Post Delegations.
- Alternates must be a member in good standing of said Post for their votes to count when filling the vacancy of a Delegate.

## **REGISTRATION:**

- All Delegates, Alternates and guests (age eighteen (18) or over) must register prior to the Department Convention, and each must pay a twenty-five dollar (\$25.00) registration fee.
- Anyone not pre-registered by the Post will be considered a guest at the Department Convention and their registration fee will be **thirty** (\$30.00) dollars.
- When you register your delegation with my office, a registration fee will be collected for each person listed on your Certifications of Delegates, Alternates and Guests. Therefore list only those who are actually attending the Convention from your Post.
- **However, please be reminded each Post must pay the registration fees for their entire delegation strength if they want their entire delegate strength counted.**
- Only the duly appointed Post Delegation Secretary or Chairman will be given the credentials for that Post. Should neither be in attendance, please file a letter with my office giving the name of the person that will represent your Post, prior to **May 16, 2018**. After May 16, 2018 all changes must be made at the registration desk and approved by the Credentials Committee located in the Carolina A-E pre-function area at the Columbia Marriott prior to the opening of the Department Convention.
- Upon receipt of the Delegate, Alternate, Guest Certification form the Delegation Secretary/Chairman will receive personalized name badge inserts for your delegation, the appropriate number of delegate, alternate or guest ribbons and a receipt for your paid delegates.
- **All individual Posts Delegation Chairman/Secretary will pick up his/her ENTIRE delegation packet information at the pre-function area.**

- **Packet pick-up schedule begins Thursday, May 31, 2018 from 3:00 pm to 5:00 pm at the Columbia Marriott in the pre-function area for Carolina A-E and will reopen on Friday, June 1, 2018 at 7:00 a.m.**
- **Individual Post Delegation Chairman or Secretary's should make arrangements with your post delegates to distribute their Delegation Packets and Convention Packets at a pre-arranged location or provide them a cell number so delegates can contact them. The registration desk *is unable* hold packets for individuals if the delegation chairman has already signed for them.**
- Please remember, return the Delegate and Alternate forms accompanied by the necessary total registration fee for each Delegate/Alternate to Department Headquarters NO LATER THAN May 16, 2018 to be assured they receive pre-printed credentials.

### **HOUSING:**

**ALL ATTENDEES ARE HOUSED AT THE COLUMBIA MARRIOTT, 1200 HAMPTON STREET, COLUMBIA, SOUTH CAROLINA 29201.** This includes all members of The American Legion, The American Legion Riders, Sons of The American Legion, the American Legion Auxiliary and any guests of said groups.

### **CONVENTION COMMITTEES:**

The Eighty-Third Annual Department Convention, directed that the Department Executive Committee should provide a Uniform Code of Procedure for the orderly organization and operation of Department Conventions with continuing power of revision, and said Code shall be applicable at all Conventions unless it is amended or suspended by the Department Executive Committee.

Under the Department Constitution and By-Laws, convention committees are to be called for organization purposes in advance of the opening session of the Department Convention in the Convention City, with subsequent meetings as called by the Chairman, providing that all final policy forming reports shall be approved by such committees in meetings held after the Department Convention is formally convened.

### **MISCELLANEOUS:**

Any further instructions covering program, order of business and housing along with any other miscellaneous matters is attached or will be mailed at a later date.

We look forward to seeing each of you at the 100<sup>th</sup> Annual Department Convention.

For God and Country,

Nick I. Diener  
Department Adjutant

ND/mm

NOTE: This and any other additional information can be found under Convention and Meetings at [www.scarolinalegion.org](http://www.scarolinalegion.org) under the Members link.