

CALL

104th

ANNUAL DEPARTMENT CONVENTION **Thursday May 18th to Sunday, May 21st, 2023**

DATE: September 30, 2022

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, election of Department Officers and for the transaction of such other business as may be brought before it.

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 received their credentials and paid their registration fees.** (Article V, Section 5)
- All Past Department Commanders and any 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** April 13, 2023, the Thursday before thirty-five days (35) prior to the opening of the Department Convention.
- The total delegate count for each Post will be determined by their membership totals the Thursday before thirty-five days (35) prior to the opening of the convention (April 13, 2023).

- Any Post having less than fifteen (15) members as of April 13, 2023 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 **thirty dollar** (\$30.00) 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 (\$35.00) 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.** To assist with printing of badges, and distribution of packets, please 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 **APRIL 27, 2023.** After April 27, 2023, all changes must be made at the registration desk and approved by the Credentials Committee located in the Congaree B pre-function area at the Doubletree Hilton Columbia, **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 18, 2023 from 3:00 pm to 5:00 pm at the Doubletree Hilton Columbia, in the pre-function area for Congaree B (rear of hotel) and will reopen on Friday, May 19, 2023.**

- **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 and Sgt-at-Arms *are 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 APRIL 27,2023 to be assured they receive pre-printed credentials.**

HOUSING:

ALL ATTENDEES ARE HOUSED AT THE DOUBLETREE BY HILTON COLUMBIA, 2100 BUSH RIVER RD, COLUMBIA, SC 29210. This includes all members of The American Legion, Sons of The American Legion, American Legion Riders, 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 104th Annual Department Convention.

For God and Country,

Michael D. Strauss
Department Adjutant

NOTE: This and any other additional information can be found under Convention and Meetings at www.scarolinalegion.org under the Members link.