

**AMERICAN LEGION AUXILIARY
DEPARTMENT HEADQUARTERS
P. O. BOX 25726
RALEIGH, NC 27611
May 2016**

CALL FOR THE 96TH ANNUAL DEPARTMENT CONVENTION

The 96TH Annual Convention of the American Legion Auxiliary, Department of North Carolina, will be held June 30-July 2, 2016 in Raleigh, NC. Headquarters for the Auxiliary will be the North Raleigh Hilton, 3415 Wake Forest Rd., Raleigh, NC 27609 (1-800-445-8667) or 919-872-2323. **The cost of the room is \$92 plus tax. Note: Cutoff for reserving rooms is June 10.**

The General Sessions will be held in Ballrooms 4&5. The Opening will be at 7:30pm on Thursday, June 30, 2016.

The Department Executive Committee will meet Thursday, June 30 at 3:00pm in Ballrooms 4&5. All members of the Executive Committee (Department Officers, including District Presidents, Chairmen of Standing Committees, and Past Department Presidents) are urged to attend. The meeting will be open to all Auxiliary members. Only members of the Executive Committee will have a voice or vote.

PURPOSE

- A. Receiving annual reports from Department Officers and Chairmen.
- B. Electing Delegates and Alternate Delegates to the National Convention in Indianapolis, Indiana.
- C. Electing and installing Department Officers for the ensuing year.
- D. Approving the budget for the ensuing year.
- E. Transacting such business as may properly be presented.

REPRESENTATION

Each Unit with a membership of at least 10 Senior members shall be entitled to one Delegate and one Alternate Delegate. For each fifty (50) members, or major portion thereof, whose current Department and National dues have been paid and received by the Department Treasurer prior to the close of the books for the Department Convention (**May 31**), each Unit shall be entitled to two additional Delegates and Alternate Delegates.

Department Officers, Standing Committee Chairmen and Past Department Presidents are Delegates-at-Large from their respective Units, and their vote is to be cast with the Unit vote.

The number of Unit Delegates and Alternates to the Department Convention is as follows:

10-25 members	1 Delegate and 1 Alternate plus any Delegates-at-Large								
26-75	“	3	“	“	3	“	“	“	“
76-125	“	5	“	“	5	“	“	“	“
126-175	“	7	“	“	7	“	“	“	“
176-225	“	9	“	“	9	“	“	“	“
226-275	“	11	“	“	11	“	“	“	“
276-325	“	13	“	“	13	“	“	“	“
326-375	“	15	“	“	15	“	“	“	“
376-425	“	17	“	“	17	“	“	“	“
426-475	“	19	“	“	19	“	“	“	“

CONVENTION REGISTRATION

The Convention registration fee is \$7.00 per Delegate, Alternate, Delegate-at-Large and Guests.

UNITS are to pay for each entitled Delegate. Example: If your Unit is entitled to 5 Delegates and only one person is attending the Convention, the entire voting strength (5 Delegates = \$35.00) MUST be paid in order for your Unit to have official Convention registration and to be able to vote. There will be no registration fee for Juniors.

Two copies of the **Credentials Certificate** are being sent to the Unit President in this mailing. **Copy 1 of the Credentials Certificate with a check payable to “NC American Legion Auxiliary” is to be mailed to Department Headquarters prior to June 10, 2016.** This check must cover the registration fee for all allowed Delegates and Delegates-at-Large. The Registration Committee will have your delegate packet ready when you register. The Unit representative (President, Delegation Chairman, etc.) who picks up the delegation materials will be asked to sign for them. If copy 1 and your check are not received in Department Headquarters, you will have to wait at the Registration Desk for these materials to be prepared. **No Unit will be registered without the completed Department Credentials Certificate.**

VOTING

There are several matters to be presented at Convention for your consideration and decision. To date the following endorsements have been received in Department Headquarters for 2016-2017 Department Officers: President-Brenda Toppin, Edenton 40, Department Vice-President, Debbie Harris, Cherryville 100. Department Historian-Frances Oxford, Lenoir 029 and Department Chaplain-Rev. Shirley King, Apex 124. The Department Constitution and Bylaws, page 8, Article II, Section 3 states “The Department Convention shall ratify the election of Division Presidents nominated at the Division Meetings and elected at the Convention Division Caucuses”. The following people were nominated at the Division Meetings for the office of Division President: Division 1- Cindy Braswell, Division 2-Betty Moore, Division 3-Jill Puett. Article II, Section 4 states “The Department Convention shall ratify the election of the District Presidents nominated and elected at the District Meetings and confirmed at the Convention Division Caucuses”.

CONVENTION OPENING

If your Unit plans to bring colors to Convention, please complete the form from the Sergeant-at-Arms bulletin in last months mailing and return it to Department Headquarters or Elaine Jones. Rehearsal for the Processional will be at 4:00pm in Ballrooms 4&5 on Thursday.

TROPHIES AND AWARDS

All poppy and scrapbook contest entries are to be taken to Ballroom 4&5 room between 3:00 and 5:30pm Thursday afternoon and between 8:00 and 9:00am Friday morning. **All entries must be checked in by 9:00am Friday.** All entries will be judged on Friday. Each Department Officer or Chairman is responsible for securing judges and for providing the same with criteria for judging. Judging should not be done during the hours of the business sessions. All entries are to be picked up **by 12 Noon Saturday.** Neither the Department nor the local Convention Committee will be responsible for returning them to the Units. All winning entries to be judged on the National level should be picked up by the respective Committee Chairman by Saturday noon.

All Senior poppy entries must have the member’s name and address, Unit name and number, etc. on the bottom of the container. Remember that all Junior entries will be judged in April at the Junior Department Meeting, Carolina Bible Camp, Mocksville, NC.

DEPARTMENT OFFICERS AND COMMITTEE CHAIRMEN

Please observe the time scheduled on the program for your report and be prepared. You are to be seated at the front of the room in the vicinity of the microphone. Those reporting will be allowed 3 minutes, with the exception of 4 minutes for Junior Activities, Children and Youth, Constitution and Bylaws, Finance and Veterans Affairs and Rehabilitation; and 10 minutes for Membership.

All reports of Chairmen, Division Presidents, Officers and Hospital Representatives are limited to 300 words for printing in the Year Book (including the prepositions 'a' and 'the' and 'and'). **Reports for the Electronic Year Book must be mailed to the Department Headquarters by June 30. Do NOT give them to the Department Secretary at Convention. A copy is also to be sent to the Department Historian, Gail Davis 2048 Powerline Dr. Gastonia, NC 28054. PLEASE get the reports to her as soon as possible so she can start compiling the Department History, which is due to National by June 1. She needs this information ASAP.** The reports must be **typed** and double spaced on plain paper.

In a few weeks, the Department Officers and Committee Chairmen will receive information concerning awards. It will include a report form for listing award recipients and a form for ordering ribbons and certificates. Please read this information carefully and follow the necessary instructions so that the awards part of Convention will go smoothly. Awards will be presented when you give your report. Those programs to be judged at Convention must give the Department Secretary a list of all awards when the judging has been completed.

DEPARTMENT CITATION

The following requirements must be met by the close of the Department books for Convention, May 31, in order to receive the Department Citation:

- General Fund Donation of \$15.00
- Equal last year's membership
- VA&R contribution
- Poppy order or donation
- Treasurer's Bond (\$7.00)

In addition, a Membership Certificate will be awarded to those Units that reach their membership goal equal to or exceeding the previous year by close of books for Convention.

MEMORIAL LIST

Please list below the names of members lost by death during the Auxiliary year 2015-2016.

Return by **June 10th** to: American Legion Auxiliary
Department of North Carolina
P. O. Box 25726
Raleigh, NC 27611

UNIT NAME AND NUMBER

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