



PRE-CONVENTION REQUIREMENTS

2017 Department Convention ~ July 12-16, 2017 ~ Appleton, WI

Resolutions: All Constitutional Amendments and General Resolutions are to be submitted to the Department Headquarters by **May 30, 2017**. Resolutions are to be signed by responsible Officers in accordance with Constitution and Bylaws Article V, Section 7(b).

POST REQUIREMENTS

Finances: All bills owed to Department Headquarters must be paid before Post delegates can be seated at the Convention.

Consolidated Post Report Form: Must be completed and returned to Department Headquarters by **June 1, 2017** for Post delegates to be seated. (Sent to all Posts in Post mailing.)

Deceased Members: Names of deceased members will appear in the Memorial Service Program. These names are taken from the Last Bugle forms submitted to Department Headquarters throughout the year. If a Post has not submitted the names of their deceased for 2016/2017, use the Last Bugle form and submit by **June 1, 2017**.

POST DELEGATES

Delegation Certification: The number of delegates each Post will be authorized at the 2017 Convention will be determined after the **June 14, 2017 membership cutoff date, 30 days prior to Convention, per the Department Constitution and Bylaws.**

Each Post is required to immediately complete the Delegate Form that they received from the Department, with the names of Post delegates and alternates and return to Department Headquarters. THE DELEGATE FORM MUST BE RETURNED BY JUNE 29, 2017.

Delegate Credential stamps will be distributed directly to the Post delegates and alternates at the Registration desk at the Convention Center.

Number of Delegates: The number of Post delegates depends on the Post membership. Each Post with a membership of fifteen (15) or more members shall be entitled to two (2) delegates and two (2) alternates and one (1) additional delegate and alternate for each additional one hundred (100) members. Posts with a membership less than fifteen members (15) shall be entitled to one (1) delegate and one (1) alternate.

Automatic Delegates Include: **Department Commander, Department Vice Commanders, Department Chaplain, NECman, Past Department Commanders, District Commanders and County Commanders.**

NOTE: **Newly elected officers do not assume their positions until the last day of the Department Convention.**

Convention Housing: Legionnaires, Auxiliary, and SAL members will receive hotel information and registration forms through the Post mailing to make their selection of the hotel of their choice.

The hotel listing together with rates and phone numbers will also appear in the Badger Legionnaire and at www.wilegion.org. Attendees will be responsible for their own reservations. (Except for members of the Official Family who were called in by the Department)

All delegates **must register** in advance by remitting the registration form along with the \$25.00 per person fee by **July 10, 2017**. Registration after **July 10, 2017** or at Convention will be \$30.00 per person. Forms are also available online at www.wilegion.org and can be submitted online.

ONLY Registration fees should be sent to Department Headquarters, Attn: Chris Schmidt. P.O. Box 388, Portage, WI 53901. Hotel Reservations sent to Headquarters will be returned, unfilled. (Except members of the Official Family who were called in by the Department)

DURING CONVENTION REQUIREMENTS

District Caucuses: Each delegate and alternate must attend his or her District Caucus. The time of the District Caucus will be Friday **July 14, 2017 at 7:30 AM**. All future District Caucuses will be announced by District Commanders.

Convention Sessions: It is the responsibility of each delegate to attend all the sessions. In the event a delegate cannot attend, notify the alternate so the Post and District will have a full delegation at all times.

Convention Elections: It is the responsibility of each delegate or their alternate to cast a vote at all elections during the Convention. Each delegate and alternate should acquaint themselves with all election times and places. Keep in touch with your District Commander.

AFTER CONVENTION REQUIREMENTS

Post Officer Cards: The new Post Commander or Adjutant should check with the previous years officers to make certain the 2017-2018 Post Officers card has been sent to Department Headquarters. **This card is the official mailing information that the Department Headquarters uses for Post correspondence.**

Membership Cards: The 2017 Post membership rosters and membership cards will be issued on June 18th at King Day.

Post Programs: The Post Officers should commence planning immediately for their Posts' year. For information or assistance, consult your County or District Commander, Department Headquarters and your manuals provided to you, in your Post packet, at your District Caucus.