



PRE-CONVENTION REQUIREMENTS

2022 Department Convention ~ July 13-17, 2022 ~ Green Bay, WI

Resolutions: All Constitutional Amendments and General Resolutions are to be submitted to the Department Headquarters by **May 31, 2022**. 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, 2022** for Post delegates to be seated.

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 2021/2022, use the Last Bugle form and submit by **June 1, 2022**.

POST DELEGATES

Delegation Certification: The number of delegates each Post will be authorized at the 2022 Convention will be determined after the **June 15, 2022 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 JULY 1, 2022.

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 close of the Department Convention.**

Convention Housing: Legionnaires, Auxiliary, and SAL members hotel information and registration forms can be found in the Badger Legionnaire, online at wilegion.org and sent in the weekly e-updates. 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 11, 2022**. Registration after **July 12, 2022** or at Convention will be \$30.00 per person.

ONLY Registration fees should be sent to Department Headquarters, Attn: Convention, 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 15, 2022 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 2022-2023 Post Officers card has been sent to Department Headquarters. **This card is the official mailing information that the Department Headquarters uses for Post correspondence.**

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.