

ANNUAL DEPARTMENT SUMMER CONVENTION
OUTLINE OF ORGANIZATION AND REQUIREMENTS
FOR THE AMERICAN LEGION,
AMERICAN LEGION AUXILIARY AND SONS OF THE AMERICAN LEGION
DEPARTMENT OF MICHIGAN

The following regulations and requirements are made as a specific guide with the object of providing specific procedure for all the detail which goes into the staging of a Department Convention of The American Legion and American Legion Auxiliary, Department of Michigan. Aside from the changes, which may be required of varied local conditions, the outline below should be adhered to in the planning of a Department Convention.

S.A.L.: The Detachment of Michigan Sons of The American Legion presently holds its annual Detachment Convention at a different time and place as the Convention of The American Legion, Department of Michigan. However, the Sons of The American Legion does conduct business at The American Legion State Convention, with needs for meeting rooms and Detachment Executive Committee Meetings should be made available.

BADGES

Badges for registrants, officials and guests shall be provided at the expense of the Conference Committee.

CONVENTION CORPORATION

The Convention Corporation, and its committees, should be composed of outstanding men and women of the community, both in and outside of The American Legion and The American Legion Auxiliary. This corporation shall have charge of all arrangements in the Convention City. Department Headquarters is in charge of all arrangements in the Department as a whole, and will deal directly with the Chairperson of the Convention Corporation or such representative as designated.

Convention Corporation must work with Department Public Relations Director and their local Chamber of Commerce for promotion of conference.

A Convention Corporation of one district may submit a bid in another district.

The Convention Corporation may have among its committees the following:

Legion:

Finance
Registration & Housing
Halls & Seating
Decorations
Information
Disabilities Facilities

Public Gatherings
Concessions
Publicity and Printing
Receptions & Distin. Guests
Badges and Ribbons
Police and Service

Auxiliary:

Badges
Displays
Flag Registration
Flowers & Decorations
Halls & Seating
Information
Joint Memorial

Luncheons
Pages
Receptions
Registration
Publicity
Distinguished Guests

SAL:

Rooms and seating
Publicity

Decorations
Displays (pin sales)

CONVENTION HALL SET UP REQUIREMENTS

Legion: Set room for 350 people

Head Table set up on stage to seat 12, with stage podium and podium microphone. Check with Department Headquarters to see if ramp is needed.

Delegates: At least a sufficient number of seats to accommodate the official delegations shall be available for delegates and alternates directly in front of the stage and extending across the stage.

General Attendance: The remaining seats on the floor and in the galleries of the auditorium are for general attendance, including non-delegate Legionnaires, members of the Auxiliary and their friends.

Only registered Delegates, Alternates and guests shall be allowed on the convention floor and MUST show evidence of registration.

Space for seating of official delegation as furnished by respective Department Headquarters shall be on main floor.

Two sets of District seating signs to be provided by Convention Corporation. (Districts to be placed according to membership standing thirty (30) days prior to the opening date of the **prior year's** Convention. List will be furnished by respective Department Headquarters.) These signs are to be visible and raised up above the seating, not attached to chairs.

Districts: 1st; 2nd; 3rd; 4th; 5th; 6th; 7th; 8th; 9th; 10th; 11th; 12th; 16th; 17th; 18th; 19th

Bulletin board in lobby near entrance of halls

Floor mics - Three (3) - cords to be taped down.

Auxiliary: Set room for 300 people

Delegates: At least a sufficient number of seats to accommodate the official delegations shall be available for delegates and alternates directly in front of the stage and extending across the stage.

Only registered Delegates, Alternates and guests shall be allowed on the convention floor and **MUST** show evidence of registration.

Space for seating of official delegation as furnished by respective Department Headquarters shall be on main floor.

Two sets of District seating signs to be provided by Convention Corporation. (Districts to be placed according to membership standing thirty (30) days prior to convention. List will be furnished by respective Department Headquarters.) These signs are to be visible and raised up above the seating, not attached to chairs.

Districts: 1st, 2nd, 3rd; 4th; 5th; 6th; 7th; 8th; 9th; 10th; UPAA, 16th, 17th, 18th, 19th

Bulletin board in lobby near entrance of halls

Piano, organ or electric keyboard available for the Auxiliary hall and for location of Memorial Service on Sunday morning.

Floor mics: Three (3) - cords to be taped down.

DEPARTMENT HEADQUARTERS REQUIREMENTS

Legion: Office space for Legion Headquarters shall be furnished without cost to Department.

1. Department Convention Headquarters will require 500 square feet of floor space so located as to be accessible both to Department Officers, the Department Committee Chairmen, and District Delegations Chairmen. This should be off lobby or mezzanine of headquarters hotel or

Convention Hall. This room shall be equipped with a solid lock to provide maximum security for all equipment and supplies, **with a minimum of two (2) keys for Department staff.**

2. The following office furniture and equipment is required:
(10) six foot tables, (5) secretarial chairs, (5) chairs in addition to secretarial chairs
(4) wastebaskets, (6) electrical plugs for computers and copier
Lighting sufficient for general office work and wi-fi access

Auxiliary: Office space for Auxiliary Headquarters shall be furnished without cost to Department. Department Auxiliary will require a minimum of 300 square feet of floor space located near the Auxiliary Convention Hall and accessible to Department Officers, Department Committee Chairmen, and District Delegation Chairmen. This room should be equipped with a solid lock to provide maximum security for all equipment and supplies, **with a minimum of one (1) key.**

1. The following office furniture and equipment is required:
(6) six foot tables, (3) chairs – electrical outlets
2. All requests for materials and information needed by The American Legion Convention Corporation shall be made through the American Legion Auxiliary Convention Chairman to avoid duplication.
3. Copies of all correspondence by The American Legion Auxiliary Convention Chairman must be forwarded to Department Headquarters.

S.A.L.: The Sons of The American Legion require no Detachment Headquarters.

DISTINGUISHED GUESTS

Department Headquarters shall notify the Convention Corporation as soon as practicable as to the distinguished guests in attendance.

FACILITY AND MEETING ROOM REQUIREMENTS

Department Conventions must have the following facilities:

1. A minimum of **350** sleeping rooms
2. The following meeting rooms must be available:

Legion: Thursday morning are the Standing Committee meetings which require approximately six (6) meeting rooms; three (3) of them to be used multiple times, (staggered), seating a minimum of 25 persons in each room and furnished with (1) one table six-feet long. Some rooms may require

more seating and Department will inform you of that. Use the previous year's schedule as your general guideline for the meeting rooms. They may, however, vary from year to year.

Thursday: One room to be used Thursday evening for the Department Executive Committee Meeting, theater style seating for a minimum of 100 persons. On stage: furnish with four six-foot tables to seat 12 people, podium and public address system.

One auditorium or meeting hall to seat 350 people Friday through Sunday.

Friday morning: Require meeting spaces Friday morning for the sixteen (16) District Convention Committee meetings and Caucuses. Each American Legion District must have its own meeting space and should be of sufficient size to permit the holding of District Caucuses. Seating requirements are to be determined by delegate strength of each district with one worktable, 6-feet long, in each room. Each room to be identified with its proper sign. The list of Districts is: 1st 2nd, 3rd; 4th; 5th; 6th; 7th; 8th; 9th; 10th; 11th; 12th; 16th; 17th; 18th; 19th

Zone Caucuses are Friday, following the District Caucuses. A meeting space is required for each of the five (5) Zones, with accommodations sufficient for delegate seating strength.

Auxiliary: At least five (5) rooms to be used at one time on Thursday, seating a minimum of 20 persons to each room and furnished with one table six feet long. One auditorium or meeting hall to seat at least 450 Thursday through Sunday. The balance of the pre-convention meetings to be held in the chairmen's rooms.

The Auxiliary District Caucuses are Thursday afternoon and shall be held in the District President's room. Each room to be identified with its proper sign. American Legion Auxiliary: Districts, 1st, 2nd, 3rd; 4th; 5th; 6th; 7th; 8th; 9th; 10th; UPAA; 16th; 17th; 18th; 19th

Thursday: One room to be used in morning or early afternoon for the Department Executive Committee Meeting, seating a minimum of 125 persons. Furnish head table to seat ten (10) people with podium and microphone.

Thursday: 3:00 p.m. – 6:30 p.m. - Require fifteen (15) meeting spaces to be used multiple times to be comprised of nine (9) meeting spaces and six (6) larger areas for multiple meetings.

Friday – Sunday: One auditorium or meeting hall to seat 300 people.

S.A.L.: Friday, 5:00 p.m. – 6:00 p.m., one meeting room for Detachment Budget Meeting to accommodate twenty (20) people, conference table set up with seating at table for six (6) people. Water and glasses, electrical outlet available.

Saturday, 9:00 a.m. – 1:00 p.m., Detachment Executive Committee Meeting. All hotel/motel set up to be completed by 8:00 a.m., with room available to enter by 8:15 a.m.

Space for seating seventy-five (75) persons auditorium style with a podium in middle of speaker's table, with microphone, and one (1) microphone in middle of room. Speaker's table to seat ten (10) people, modestly draped, with space available to enter behind speaker's table from both sides. Set-ups of ice water and glasses, one within reach of podium. One eight (8) foot table located inside entrance of meeting room and one six (6) foot table outside the meeting room with two (2) chairs. A plain chair (POW/MIA empty chair) should be located in front of the podium. Electrical outlet with extension cord available to video record the meeting.

Sons of The American Legion banner will be located in the Department Headquarters office, delivered by the Detachment Sergeant-at-Arms Friday night, to be hung centered on wall behind podium, by the hotel service department and placed in position by 8:00 a.m. Saturday morning, and removed after meeting and taken to Department Headquarters for security. Will be picked up by the Detachment Sergeant-at-Arms at the Department Headquarters room by Saturday afternoon at 3:00 p.m. Any costs incurred will be paid by the S.A.L.

FINANCE

The respective Department Headquarters will establish a direct billing with the Headquarters Hotel and designate the Department Commander, Department Adjutant, Department President and Department Secretary as its agents. The respective Departments will pay the individual expenses of the Department Commander and Adjutant, the Department President and Secretary, with the exception of housing expense of the Department Commander and Department President. The respective Department Headquarters will pay all the expenses of members of Department Headquarters staff whose presence is necessary in the Convention city. The American Legion, Department of Michigan shall grant \$2,500.00 to the Convention Corporation after January 1st of the year of awarded event. Upon receipt and approval of a final audit report from the Convention Corporation, the Department of Michigan will grant an additional \$2,500.00 if the report is received within sixty (60) days.

All other expenses of the Department Convention shall be borne by the Convention Corporation.

Department will be responsible for payment of any Department requested a/v equipment.

All other organizations must clear through the Convention Corporation and/or Department Headquarters, in making all arrangements.

S.A.L.: SAL's expenses will be placed on The American Legion Department master account, which must be approved in advance by either the Detachment Commander or the Detachment Adjutant. All approved allocated expenses will be deducted from the Sons of The American Legion account by the Department of Michigan for payment.

GENERAL

Each city making a bid for the Department Convention, at least one year in advance, must have this bid submitted in writing to the Department Permanent Time and Place Committee, through Department Headquarters thirty (30) days in advance of regularly scheduled PT & P meetings so the committee would have adequate time to review bids. This bid must consist of an invitation from Department Headquarters, the Post or Posts, Unit or Units, Districts or council of posts and units from the local community and a bid from the city or local government or any interested parties submitting the bid (Chamber of Commerce, convention bureau, tourist council, hotel/motel association, etc.).

Upon request of the Department Permanent Time and Place Committee, the bidding city, its American Legion and Auxiliary officials and other interested parties, must make arrangements to host the Committee, including ex-officios, for the purpose of reviewing the facilities and plans of the host city to meet the regulations and requirements stated herein.

Housing accommodations, as well as meeting room facilities, shall meet the requirements of The Americans With Disabilities Act (ADA).

The Department Convention is a Department activity. The Convention Corporation is a host to The American Legion and the American Legion Auxiliary, with the purpose of giving visiting Legionnaires and Auxiliary members the best possible Convention in order that the arrangements may be credited to the host Convention Corporation. The local Convention Corporation is the representative of the Department organizations in providing for an adequate Department Convention.

There shall be constituted in the selected Convention City a local Convention Corporation, the President or chief executive officer of which shall be the representative of the Department Commander in the Convention City and be charged with the responsibility of carrying out all instructions which the Department Commander may deem necessary under the circumstances. The Convention Corporation is required, by State law, to have a minimum of three (3) members. The Convention Corporation should be representative of all elements of the host community.

The expense incidental to the holding of the Department Convention shall be borne by the local Convention Corporation, no part of the expense being allowed from the Department treasury except as follows: That part of the Department Convention appropriation authorized by the Department Finance Committee for use in defraying the expenses of the Department Convention shall be used in payment of approved bills of the Convention Corporation, under limitations included in more specific regulations later in this procedure.

The Convention Corporation is to furnish liability insurance covering all hazards and damage which might be claimed against The American Legion, Detachment of Michigan and American Legion Auxiliary, Department of Michigan, and supply copies of such policy to Department Headquarters. The liability insurance may be a rider on The American Legion, Department of Michigan policy and shall be billed to the Convention Corporation.

Department Headquarters shall provide for the expense of members of the Department Headquarters staff in attendance at the convention, with the exception that the Convention Corporation shall arrange for complimentary rooms at the official hotel for the Department Commander and the Auxiliary Department President during the period of the Convention.

The Department Officers shall formulate suitable programs and order of business for the Department Convention and submit same to the Convention Corporation for setting up of the meeting rooms and may extend the privilege of addressing the sessions of the convention to such persons as they desire.

The Department Commander and the Department President, or their designates, shall have the authority to issue such interpretations and amplifications as may be necessary to carry out the spirit and purposes of these regulations.

Auxiliary: The Auxiliary Convention Chairman, appointed by the Department President, shall be charged with the responsibility of carrying out all instructions that the Department President may deem necessary under the circumstances.

JOINT MEMORIAL SERVICE

1. Joint Memorial Service Sunday morning. The Department Auxiliary Chaplain, in cooperation with The American Legion Department Chaplain, will plan the program and make arrangements for the Memorial Service, with the assistance of the Convention Committee Joint Memorial personnel.
2. Attendance must be estimated according to Convention registration.
3. Seats should be reserved in the front rows for approximately eighty (80) people.
4. A place to be designated for District Commanders and Presidents, Past Department Commanders and Presidents and American Legion and Auxiliary Department Officers to meet to enable them to march into the hall in formation.
5. The Sons of The American Legion will participate in the Memorial Service.
6. The following will be provided, and paid for, by the Convention Corporation for the Sunday Joint Memorial Service:

One presentation bouquet/wreath for the Department Commander, Department President, and Detachment Commander. The Auxiliary Chaplain will choose the type of flowers.

Fifteen (15) long-stemmed white carnations

Fifteen (15) white 10-inch non-drip candles

Long stemmed roses (red or white) one to represent each deceased Past Department Commander and Past Department President.

\$25.00 each for a bugler, pianist and/or soloist

7. The Auxiliary will be responsible for furnishing the Memorial Service programs, and the Convention Corporation will pay for printing.

PROGRAM

It shall be the duty of the respective American Legion and Auxiliary Department Headquarters to provide a program schedule and agenda of the Department Executive Committee meetings to the Convention Corporation. The responsibility for including in this program all entertainment and information material aside from the order of business rests with the Convention Corporation.

The Convention Committee Chairman will make arrangements for the printing of the program. Insofar as Department Headquarters is concerned, the official program of the convention will be submitted at least thirty (30) days before the opening date of the convention.

PUBLICITY AND PRINTING

Pre-conference publicity shall emanate from the Conference City, under the direction of The American Legion Public Relations Director and American Legion Auxiliary Conference Publicity Chairperson, working in conjunction with the Conference Committee.

1. Have contact with daily and weekly newspapers
2. Pre-conference – request special pictures and greetings of Department Commander, Department Auxiliary President, Detachment Commander, National Executive Committeeman (Legion and S.A.L.), National Executive Committeewoman, Department and Detachment Adjutant and Department Secretary from respective Department Headquarters.
3. Have digital photos and biographies of noted speakers and Department officers.
4. Print program of events for newspapers.

A bulletin board should be set up in a prominent area in the lobby of the Headquarters hotels/motels.

REGISTRATION

1. Registration fee, as agreed upon by the Department Executive Committee and recognized officers or representatives of the Convention Corporation in the amount of \$15.00 shall be collected from all attendees.
2. Hours: To be set by the Convention Corporation

The Convention Corporation will provide name Tags and official program for Delegates-at-Large, Delegates, Alternates and guests at Registration.

S.A.L.: The S.A.L. requires one (1) six-foot table and two (2) chairs at the registration area modestly draped with Convention pin sales from Thursday through Saturday, using the registration hours, as noted.

REGISTRATION AND HOUSING

Official registrants shall be given housing preference in the order in which the reservations are received. All requests for housing facilities must clear through the Chairman of the Registration and Housing Committee. Information regarding housing and rates must be transmitted to the official family of both The American Legion, the Detachment of Michigan, and American Legion Auxiliary including Past Department Commanders and Past Department Presidents at least sixty (60) days prior to the opening of the Department Convention.

Hotels and housing may be handled by a Housing Committee whose duties shall include:

1. Publishing list of available housing rates, and the method of making reservations and sending it to Posts and Units.
2. Receiving reservations and deposits. Reservations shall be accompanied by advance registration fees.
3. Assigning rooms and acknowledging.
4. Secure guarantee from hotels/motels that a reasonable extension of check out time on Sunday, in case of delayed convention closing, will be allowed.
5. Location and map of meeting rooms will be included in packet of information.

REPORT OF ROOM USAGE AND REGISTRATION COUNT

The Convention Committee shall submit to The American Legion, Department of Michigan, a report outlining the number of registrations and total room usage, broken down by room per night. This report shall be submitted within sixty (60) days following the close of the Department Convention.

REPORTING

The Corporation/Committee shall submit a financial report to the Department within ninety (90) days after the close of the Convention, with a final report due no later than Fall Conference.

SIGNS

There needs to be signs at the Registration Desk and near offices indicating the location of Legion Headquarters Office and Auxiliary Headquarters Office. Each meeting rooms should have a sign outside the door.

SPECIAL EVENTS

Hospitality Rooms (*as Resolved, By The American Legion, Department of Michigan, assembled in Fall Leadership Conference in Troy, Michigan, September 22, 23, 24, 1978, that all Department Candidates Hospitality rooms may only be open from 6:00 p.m. to 11:00 p.m. except when the Department Executive Committee is in session during these hours...*) opened to the American Legion and Auxiliary that are operated by other than Posts, Districts or Zones must clear through the Convention Corporation as to time of opening and closing so that it will not conflict with meetings and sessions.

SPECIAL LUNCHEONS AND DINNERS

Legion: The Conference Committee Chairman must know which groups are having lunches or dinners and clear all arrangements through the Conference Committee and Department.

Auxiliary: Auxiliary arrangements will be cleared through the Conference Committee.

S.A.L.: Sons of The American Legion arrangements must be cleared through the Department of Michigan before going to the Convention Committee.

STAGES

Legion: Long draped tables to accommodate twelve (12) people and a row of ten (10) chairs behind Head Table for guests; set-ups of ice water. Speaker's podium with microphone and electrical outlet.

Auxiliary: Long draped tables, accommodating ten (10) people and a row of ten (10) chairs behind Head Table for guests and pages; set-ups of ice water and glasses; two (2) podiums with two (2) mics, one for presiding officer and one for reporting; flag holders for the massed colors of Units and Districts will be the responsibility of the Auxiliary. One small table with electrical outlet for reporter.

Revised: 4/76, 12/78, 7/79, 6/83, 6/99, 6/00, 8/00, 6/03, 2/12, 12/15

Approved by the Department Executive Committee – May 2, 2004, April 7, 2005, June 15, 2006, February 19, 2012, June 29, 2014

*** THESE REQUIREMENTS ARE SUBJECT TO CHANGE ***