

**CORPORATION REQUIREMENTS  
TO HOST AN  
AMERICAN LEGION CONFERENCE OR CONVENTION**

The following information shall be included with any bid for a Department Conference or Convention of The American Legion, Department of Michigan.

1. A copy of the corporation papers, current or pending, shall be titled as per the directive of the National Judge Advocate, dated 2.25.00.
2. All corporations shall list three (3) officers (chairman, secretary, and treasurer, etc.) with complete address, phone number, and e-mail address (if available).
3. A tentative contract with the bidding hotel showing all expenses to members attending, cost of room, tax rate, parking fees, and any other miscellaneous expenses.
4. A copy of corporation bylaws.
5. A corporation shall make an annual report to the Department of Michigan.
6. All officers of said corporation shall be members of The American Legion, American Legion Auxiliary, or Sons of The American Legion.
7. No outside organization or person may sponsor an American Legion event.
8. Within six (6) months prior to bid approval, two (2) members of the Permanent Time and Place Committee and two (2) corporation members shall make a site inspection of hotel(s) to approve sleeping rooms, meeting rooms, handicap accessibilities, dining and parking availability, and a letter from hotel confirming ADA compliancy and/or barrier free access.
9. Any expenses for this inspection (except mileage for Permanent Time and Place members) shall be the responsibility of the corporation.
10. Each convention corporation must work with the Department Public Relations Director and their local Chamber of Commerce for promoting said conference/convention.
11. Department has the authority to submit bids, host, and organize a conference or convention, when deemed necessary.

**ONE YEAR PRIOR TO CONVENTION  
THE CORPORATION SHALL PRESENT TO  
PERMANENT TIME & PLACE COMMITTEE**

1. Copy of corporation papers, proving legality at time of event.
2. Complete current list of corporation officers.
3. Copy of contract between corporation and the event hotel(s).
4. For Department Convention only - no funds will be released from Department until all requirements are met and approved by the Permanent Time and Place Committee.
5. Upon Permanent Time and Place Committee approval of convention bid, the amount of \$2,500.00 shall be given to corporation for operating money, after January 1<sup>st</sup> of the year of the awarded event (for Convention only).

**POST-EVENT REQUIREMENTS  
FOR CONFERENCES AND CONVENTIONS**

1. A corporation report to the Permanent Time and Place Committee shall be received within sixty (60) days of closing of event (no exceptions).
2. Report to include:
  - a) total registrations
  - b) total room nights per day
  - c) total room nights
3. Upon Permanent Time and Place Committee approval of final convention report, final payment of \$2,500.00 from Department will be made to said corporation (Convention only).