

American Legion Auxiliary

Department of Michigan

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TO: American Legion Auxiliary Department of Michigan Districts/Units FROM : Marcy Jorae, Department President

DATE: April 28, 2023

RE: 2023 Department Convention – What You Need to Know

Time is passing quickly and our Department Convention will be here soon. This letter is to give information to help your District and/or Unit plan for our trip to Sault Ste. Marie July 6 – 9, 2023.

**REGISTRATION:**

Please note that **ANYONE** whether they are a delegate, member or guest MUST REGISTER and send $15 made out to the **UP Association Convention Corp**. The Official Convention Registration form is included in this mailing and is also on [www.michiganlegion.org](http://www.michiganlegion.org) . You may make as many copies as you need. Please be sure to send the payment and the form to the address on the form and **NOT to Department**. Mail to: Ray Carlson, 19 Longyear Drive, Negaunee, MI 49866-9601.

**HOUSING:**

Your hotel reservation MUST be made directly through the Kewadin Casino in Sault Ste. Marie (or alternate hotel). Contact info and rates for the Kewadin hotel are listed on the Convention Registration Form. They can be reached at 1-800-539-2346; mention Reservation Code 20981 to get the American Legion rate. Reservations are made by phone only to get these rates. Overflow hotel information is also listed on the form.

**FLAG REGISTRATION:**

Any flags (District or Unit) must be registered with Department prior to Convention (see the Flag Registration Form in your packet; a copy is also on our website michalaux.org). Upon arrival at the hotel, you should take your flags for check-in to the Drummond Island Room. Your Unit has the option to bring your Unit colors to Convention and be part of the processional at the Opening Ceremony Thursday evening, July 6, 2023 at 6:30pm. You will need two Color Bearers and follow the same dress code outlined on the Flag Registration Form.

**FLOWER ORDER FORM:**

A Flower Order Form is available in your packet or on our website if you wish anyone to have a corsage at Convention. Corsages for Opening Ceremony must be picked up at the Flower Table by 5:30 pm on Thursday, July 6, 2023; those for the Sunday, July 9, 2023 Auxiliary session can be picked up prior to the Memorial Service in the am on July 9, 2023.

**ENTRIES FOR BOOK OF PRAYERS, HISTORY BOOKS AND POPPY ENTRIES:**

All items being brought to Convention for judging in any of the above categories must be in the Grand Ballroom by 3:00 pm on Thursday, July 62023.

**CREDENTIAL REQUIREMENTS and PRE-CONVENTION MEETINGS:**

The number of votes your Unit has is based on the number of paid members in your Unit on June 6, 2023, which is 30 days before Convention. You will receive a form called “Certification of Unit Delegates to Attend 2023 Department Convention”. There will be a chart that will tell you how many votes your Unit is eligible to have. This will come by snail-mail along with any amendments to our governing documents that will be brought on the Convention floor for a vote, and any resolutions received by that time. All members from your Unit are welcome to attend even if they are not a Delegate or Alternate.

At least 30 days prior to Convention (June 62023, your Unit should vote on who will attend the Department Convention to represent your Unit as a Delegate. The Convention runs from Thursday, July 6 – Sunday, July 9, 2023 at the Kewadin Casino Hotel & Convention Center, Sault Ste. Marie, MI. For each vote your Unit has, you may send one Delegate and one Alternate. The Alternate fills in on the convention floor for times when the Delegate cannot be there. There is a $10 fee for each delegate named. As an example, if your Unit has 55 members, you can have 2 Delegates and 2 Alternates. The cost would be $20 as there is no charge for Alternates. If you are unable to send 2 Delegates, one authorized Delegate can vote the Unit strength (2 votes in this example), but you must pay for both of them ($20). Delegates and Alternates should understand they are representing the wishes of the Unit. Any business coming before the Convention should be reviewed at your Unit meeting. The future mailing will give information on any amendments/resolutions being brought forward. These should be discussed at your meeting, so the Delegates know how to vote.

Fill out the certification form and submit to Department with payment. Department will request on the certification form an address or email contact (preferable) to notify the Unit the Certification form was received. Credential forms will be included in that mailing and must be presented at the Credentials desk.

Upon arriving at Convention the Delegates and Alternates will visit the Registration desk to pick up a convention packet and their Name Badge. Next, proceed to the Credentials Desk, present the certification email (preferable) or Name Badge and the credentials staff will verify the eligibility and that payment has been made. The Delegate/Alternate will receive the appropriate designation to identify their Delegate or Alternate status.

Department will not be scheduling District caucuses. Each District should determine at the last district meeting prior to Convention what the issues or concerns are within the district concerning any department program or legislation. If a district wants to caucus at Convention, they need to schedule their own date, time, and place. Each delegate from that district should be informed of any district concerns.

The Department Executive Committee (DEC) meeting will be held Thursday, July 6th at 12:30pm in the Grand Ballroom. All members are welcome to attend. DEC members will sit on the left side of the room as you enter and all others will sit on the right side. If you are not a member of the DEC (Officer, District President or Past Department President) and wish to speak, you must rise and ask permission of your District President to speak.

Following the DEC meeting, the Flag Rehearsal will be held at 3:00 pm in the Grand Ballroom for District Presidents and their Color Bearers. You will not need your flags for the rehearsal. Please be on time and attentive so that the rehearsal can be completed in a quick and efficient manner.

The only pre-Convention meeting to be held will be the Resolutions Committee Meeting which will be held at 3:45pm in the Grand Island 1 Meeting Room. All District Presidents must attend; if unable to do so, please arrange for your First-Vice or other alternate to attend. This will be a business meeting and members must conduct themselves in an appropriate manner. There will be no Credentials Meeting as the District Presidents will receive their info prior to coming to Convention. Any updates will be given to them upon arrival at the Credentials Desk.

Flowers for the Opening Ceremony must be picked up at the Flower Table by 5:30 pm.

**OPENING CEREMONY:**

The Official Opening Ceremony will begin at 6:30pm on Thursday, July 6, 2023 in the Grand Ballroom. Line-up for District Presidents and Color Bearers, Past Department Presidents, and Officers will be at 6:00 pm outside the Grand Ballroom. All others will enter the ballroom and be seated in their assigned District seating by 6:25 pm please.

**DISTRICT POLE DECORATING CONTEST:**

As in the past, District poles may be decorated with the Department President’s theme - God Bless the USA. Decorating may take place after the Opening Ceremony concludes and prior to Friday, July 7, 2023, 8:30 am when the Convention reconvenes. Decorations MUST be removed at the conclusion of the Saturday , July 8, 2023 session. Judging will take place Friday, afternoon.

**NOMINATIONS:**

Nomination of Officers for the next year will be held Friday, July 7, 2023 in the afternoon when all reports have been given.

**ELECTIONS:**

Candidates for Office will have a receiving line before the Convention reconvenes at 9:00 am on Saturday, July 8, 2023 in the am. Please allow time to greet the candidates and be seated by 9:00 am.

Elections of Officers for the 2023-2024 year will take place Saturday, July 8, 2023 in the am. After the Call to Order, Invocation, Roll Call and minutes approved we will have the final Credential Report. We will move immediately to Election of Officers. Please remember that once the Credentials Report is given, anyone leaving the room will not be allowed to enter until ALL elections have concluded (Officers/NEC & Alternate/District Presidents & Alternates/ National Convention Delegates and Alternates). This means that everyone should be on time for Saturday’s session and ready to proceed to the credentials report and elections early on. After elections are over, we will then take a short break.

**MEET & GREET:**

The President-elect will host a Meet & Greet Saturday, July 8, 2023 in the evening from 6:00 pm – 8:00 pm in the Woodlands Room with all newly elected Officers present.

**92 FOR 22 COIN CHALLENGE:**

The Coin Challenge by Districts at Winter Meeting raised over $600 for the President’s Special Project. It was so successful that it will be done again at the 2023 Department Convention. Bring your loose change to help your District win bragging rights for donating the most during the 2023 Department Convention. (PS – the banks also hold paper money.) Thank you in advance for supporting this worthwhile cause.

**WRAP UP:**

All Delegates attending Convention should give a report to their Unit at the next meeting. The report should include any voted changes regarding unit, district and department business or legislation.

Department Convention can be an enjoyable experience as we greet old friends and make new ones. Let’s all work to make the 2023 Department Convention a great experience for all who attend.