

CALL FOR CONVENTION

June 8-10, 2023

Raleigh, NC

CALL FOR THE 102ND ANNUAL DEPARTMENT CONVENTION

The 102nd Annual Convention of the American Legion Auxiliary, Department of North Carolina will be held June 8-10, 2023, in Raleigh, NC. Headquarters for the Auxiliary will be the North Raleigh Hilton, 3415 Wake Forest Rd., Raleigh, NC 27609 1-800-445-8667 or 919-872-2323. The cost of the room is \$111.00 plus tax. Code is ALAC. Note. The deadline for reserving rooms is May 11, 2023.

The sessions will be in Ballrooms 4&5. Opening session will be at 7:00pm on Thursday, June 8, 2023.

The Department Executive Committee will meet Thursday, June 8, 2023, at 3:00pm in Ballrooms 4&5. All members of the Executive Committee, (Department Officers, including District Presidents, Chairman of Standing Committees, and Past Department Presidents) are urged to attend. The meeting will be open to all auxiliary members. Only members of the Executive Committee will have a voice or vote.

PURPOSE

- A. Receiving annual reports from Department Officers and Committee Chairmen.
- B. Electing Delegates and Alternate Delegates to the National Convention in Charlotte, NC.
- C. Electing and installing Department Officers for the ensuing year (2023-2024).
- D. Transacting such business as may properly be presented.

REPRESENTATION

Each Unit with a membership of at least 10 Senior members shall be entitled to one Delegate and one Alternate Delegate. For each fifty (50) members, or portion thereof, whose current Department and National dues have been paid and received by the Department Treasurer 30 days prior to the meeting of the Department Convention (May 8), each Unit shall be entitled to two additional Delegate and Alternate Delegates. Department Officers, Standing Committee Chairmen and Past Department Presidents are Delegates-at-large from their respective Units, and their vote is to be cast with the Unit vote.

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The number of Unit Delegates and Alternates to the Department Convention is as follows:

10-25 members	1 Delegate and 1 Alternate plus any Delegates-at-Large
26-75 members	3 Delegates and 3 Alternates plus any Delegates-at-Large
76-125 members	5 Delegates and 5 Alternates plus any Delegates-at-Large
126-175 members	7 Delegates and 7 Alternates plus any Delegates-at-Large
176-225 members	9 Delegates and 9 Alternates Plus any Delegates-at-Large
226-275 members	11 Delegates and 11 Alternates plus any Delegates-at-Large

CONVENTION REGISTRATION

The Convention registration fee is \$10.00 per Delegate, Alternate, Delegate-at-Large and Guest. Units are to pay for each entitled delegate. Example: If your unit is entitled to 5 Delegates and only one person is attending the Convention, the Entire voting strength (5 Delegates=\$50.00) **must** be paid in order for your unit to have official Convention registration and to be able to vote. There is no registration fee for Juniors. Two copies of the Credentials Certificate are being sent to the Unit President in this mailing. Mail one copy of the Credentials with a check payable to: NC American Legion Auxiliary to Department Headquarters, PO Box 46315 , Raleigh, NC 27620 prior to May 20, 2023. This check must cover the registration fee for all allowed Delegates and Delegates-at-Large and Alternates attending. The Unit representative, (President or Delegations Chairman) who picks up the delegation materials will be asked to sign for them. If the Credentials Certificate and check are not received in Department Headquarters, you will have to wait at the Registration Desk for these materials to be prepared. **NO UNIT WILL BE REGISTERED TO VOTE WITHOUT THE COMPLETED DEPARTMENT CREDENTIALS CERTIFICATE.**

VOTING

To date, the following endorsements have been received for 2023-2024 Department Officers:
President- Evelyn Lewis, Durham #175: Vice President-Toni Reale, Huntersville #321.

The Department Bylaws, Article II, Section 2 states: “The Department Convention shall ratify the election of Division Presidents nominated at the Division Meetings and elected in their respective Division Caucuses.”

The Department Bylaws, Article II, Section 3 states: “The Department Convention shall ratify the elections of District Presidents nominated and elected at District meetings and confirmed at the Convention Division Caucuses.”

CONVENTION OPENING

If your Unit plans to bring flags to the Convention, please complete the form from the Sergeant-at-Arms bulletin included in this mailing. The rehearsal for the Processional will be at 4:00pm in Ballrooms 4&5 on Thursday.

TROPHIES AND AWARDS

All poppy, written histories and scrapbook contest entries are to be taken to tables inside of Ballrooms 4&5 between 3:00 and 5:30pm Thursday afternoon and between 8:00 and 9:00am Friday morning. All entries must be checked in by 9:00am on Friday. All entries will be judged on Friday. Each Department Officer or Chairman is responsible for securing judges and for providing the same with criteria for judging. Judging should not be done during the hours of the business sessions. All entries are to be picked up by 12 noon on Saturday. Neither the Department nor the Convention Committee will be responsible for returning them to the Units. All winning entries to be judged on the National level should be picked up by the respective Committee Chairman by Saturday noon. All senior poppy entries must have the member's name, unit name, unit number and category on the entry. Junior entries were judged at the Junior Department Meeting held in April.

DEPARTMENT OFFICERS AND COMMITTEE CHAIRMAN

Please observe the time scheduled on the program for your report and be prepared to present it at any time. You are to be seated at the front of the room in the vicinity of the microphone. All Chairmen reporting are allowed 3 minutes. The exception is Veteran's Affairs and Rehabilitation and Membership these will be allowed 10 minutes. Reports for the Electronic Yearbook must be mailed or emailed to Department Headquarters by May 30 and a copy sent to the Department Historian, Toni Reale, 10327 Blackstone Dr, Huntersville, NC 28078. **PLEASE DO NOT give your reports to the Department Secretary at the Convention.** In a few weeks, the Department Officers and Committee Chairmen will receive information concerning awards. It will include a report form for listing award recipients and a form for ordering ribbons and certificates. Please read the information carefully and follow the instructions so that the awards par of the Convention will go smoothly. Awards are to be presented when you give your report. Those programs that are to be judged at the Convention must give the Department Secretary a list of all awards when the judging has been completed.

DEPARTMENT CITATION

The following requirement must be met by the close of the Department books for Convention, May 10, 2023, in order to receive the Department Citation:

- General Fund Donation: \$25
- Equal last year's membership
- VA&R contribution
- Poppy order or donation
- Treasurer's Bond: \$7.00

In addition, a Membership Certificate will be awarded to those Units that reach 100% or above of their 2022-2023 Membership Goal by May 10, 2023.

ATTEST: Department President: Mary Bartlett

ATTEST: Department Secretary/Treasurer: Carol Coleman

American Legion Auxiliary State Convention

North Raleigh Hilton

June 8-10, 2023

PROGRAM (Tentative)

THURSDAY, JUNE 8, 2023

11:00 am – 4 pm	Registration	Outside Ballrooms 4 & 5
12:30 pm	Finance Committee Meeting	Congressional
2:30 pm	Board of Directors Meeting	Congressional
3:00 pm	Department Executive Committee Meeting	Ballrooms 4&5
4:00 pm	Processional Rehearsal	Ballrooms 4&5
4:00 pm	Resolutions Committee Meeting	Congressional
4:00 pm	Rules Committee Meeting	President's Suite
7:00 pm	OPENING SESSION	Ballrooms 4&5
	Processional	
	Advancement of Colors	Amanda Pearson
		Caroline Inman
	Call to Order	Mary Bartlett
	POW-MIA	Ann Moore
	Invocation	Susan Jones
	Pledge of Allegiance	Mary Wright
	National Anthem	Naomi Totten
	Preamble to the Constitution	Martha Whitaker
	Host Committee Welcome	Janice MacLeod
	Recognition of The American Legion & SAL	Mary Bartlett
	Past Department President Greeting	Julie Smith
	Reading of Resolutions	
Short Recess		
	Auxiliary Memorial Service	Susan Jones

REGISTRATION
8:00 am 4:00 PM
June 8-10, 2023

State Convention
North Raleigh Hilton
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FRIDAY, JUNE 9, 2023

8:00 AM	Registration	Outside Ballrooms 4 & 5
8:00 AM	Joint Memorial Service	Ballrooms 1 - 3
8:50 AM	DOOR PRIZES	Ballrooms 4 & 5
9:00 AM	GENERAL SESSION	Ballrooms 4 & 5
	Call to Order	Mary Bartlett
	Prayer	Susan Jones
	Pledge of Allegiance	Mary Wright
	National Anthem	Naomi Totten
	Introduction of Pages	Amanda Pearson
	Call for Convention and Roll Call	

REPORT OF CONVENTION COMMITTEES

Rules Committee Chairman
Credentials Committee Chairman
Resolutions Committee Chairman

HEAD TABLE REPORTS

National Executive Committeewoman	Julie Smith
Vice-President	Evelyn Lewis
Chaplain	Susan Jones
Historian	Toni Reale
Sergeant at Arms	Amanda Pearson
Secretary-Treasurer	Carol Coleman
Parliamentarian	Martha Corriher

DIVISION PRESIDENTS' REPORTS

Division I President	Joan Masters
Division II President	Carolyn Donnelly
Division III President	Beth Whitaker

Reading of the Resolutions	Martha Whitaker
Credentials Report	Janice MacLeod

COMMITTEE REPORTS

Girls State	Emily Cayton
Children and Youth	Wanda Moore
Finance	Janice MacLeod
Human Resources	Jill Puett

Poppy	Tammy Snider
Americanism	Mary Wright
Legislative	Katie Pfeil
Public Relations	Dolly Fisher
State Headquarters	Judy Stancil
Warren Ragan Scholarship	Faye Anderson
Constitution and Bylaws	Martha Whitaker
Ethics Committee	Martha Whitaker
VA & R	Juli Zajc
Service to Veterans	Jane Hoppenworth

Recess for Lunch

12:00 PM	Past Department Presidents Luncheon	TBA
1:30 PM	General Session	Ballrooms 4 & 5
	Credentials Report	Janice MacLeod
	COMMITTEE REPORTS CONTINUED	
	Past Presidents Parley	Jane Hoppenworth
	Leadership	Julie Hogan
	Education	Lolita Jenkins

Recess for Division Caucuses

General Session Continues: to ratify elections of Division Presidents and District Officers, nominate and elect Department Officers, National Convention Delegates and Alternate Delegates.

Recess

Installation Rehearsal for 2023-2024 Officers Immediately following recess Ballrooms 4 & 5

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PROGRAM (Tentative)

SATURDAY, JUNE 10, 2023

7:30 AM	Department Presidents Head Table Breakfast	President's Suite
8:30 AM – NOON	Registration	Outside Ballrooms 4 & 5
8:50 AM	Door Prizes	
9:00 AM	General Session Continues	
	Call to Order	Mary Bartlett
	Prayer	Susan Jones
	COMMITTEE REPORTS	
	Community Service	Mary Thorsten
	Junior Activities	Debbie Harris
	National Security	Carol Barker
	ALA Emergency Fund	Jenny Dowdy

Membership Report/Rally
History and Scrapbook Winners
President's Project
Presentation of 2023-2024 Budget
Announcements
Closing Prayer

Evelyn Lewis
Toni Reale
Wendy Edmisten
Martha Corriher
Carol Coleman
Susan Jones

Recess
2:00 PM

General Session
Installation of 2023-2024 Department Officers
Retirement of Department Colors
Adjournment of the 102nd Department Convention Mary Bartlett
(Members will remain standing until Colors and Officers are retired)

Ballrooms 4 & 5

3:00 PM

Post Convention DEC Meeting
2023-2024 Membership Rally

Ballrooms 4 & 5

THIS IS A TENTATIVE SCHEDULE. ALL CHAIRMAN PLEASE BE READY TO GIVE YOUR REPORT AT ANYTIME DURING THE CONVENTION. WE WILL CONTINUE MOVING FORWARD WITH REPORTS AS TIME PERMITS.