



**CALL TO CONVENTION
FOR THE
103rd DEPARTMENT OF KANSAS CONVENTION**

The 103rd Department Convention of the American Legion Auxiliary, Department of Kansas is hereby called to meet in Topeka, Kansas on May 31st, June 1-2nd.

Headquarters will be at the Ramada Inn, 420 SE 6th Avenue, Topeka, Kansas 66607. Room rates are \$94.00 plus tax (1 King or 2 Queen) and includes a continental breakfast. For reservations call 785-380-8042. When making reservations, please identify yourself as part of the Kansas American Legion to receive the Convention rate. Please make sure you request a "handicap accessible" room, if needed, when making your reservation.

All Auxiliary meetings will be held in the Grand Ballroom. This is in conformity with Article VII, Section 1 of the Department of Kansas Constitution which provides "that a convention be held annually at a place and time to be determined by The American Legion, or in the event The American Legion does not fix a time and place, or an emergency situation demands additional consideration, it shall be fixed by the Department Executive Committee."

PURPOSE

The convention is called for the purpose of electing officers for the ensuing year, amending the Department of Kansas Constitution & Bylaws, receiving reports of Department Officers and Chairmen, electing delegates and alternates to the National Convention and for the transaction of such other business as may be brought before it.

REPRESENTATION

Representation at the Convention shall be by Units and in accordance with the provisions of the Department of Kansas Constitution. (Article VII, Section 2)

Each Unit shall be entitled to three (3) delegates and one (1) additional delegate for each fifty (50) members or major fraction thereof, who are members in good standing for the meeting for which they are elected. An equal number of alternates shall be elected.

The delegates and alternates to the Department Convention shall be elected at Unit meetings held not less than two (2) weeks prior to the convention. (Article VII, Section 4)

Alternates shall have priority in the order of their election. (Article VII, Section 4)

In addition to the above, members of the Department Executive Committee and all Past Department Presidents who are members of the Department of Kansas and are in good standing in their Units are Delegates-at-Large to the Department of Kansas Convention, and their votes shall be exercised with their Units. (Article VII, Section 3)

Each Unit is entitled to send and to seat in the convention, a number of alternates equal to the number of delegates to which each Unit is entitled.

Alternates shall have the power to vote only in the absence of regular delegates.

Each registered delegate shall be entitled to one (1) vote. The vote of any registered delegate absent and not represented by an alternate shall be cast by the majority of the delegates present from their Unit. (Article VII, Section 5). For all voting except elections.

A majority of the delegates present shall be necessary for election. (Bylaws Article I, Section 1.)

A quorum shall exist at a Department Convention when ten (10%) percent of the Units of the Department are represented in whole or in part. (Article VII, Section 6)

MEETINGS

All meetings of this Convention will be held at the Ramada Inn in Topeka, Kansas. The Auxiliary will meet in the Grand Ballroom.

Registration will be held Friday, May 31st, 2024 from 4:00 – 7:00 p.m. and Saturday, June 1, 2024 from 7:30 a.m. to 12:00 p.m. at the registration tables outside the Grand Ballroom. There will be NO REGISTRATION on Sunday June 2nd, 2024.

The **Finance Committee will meet at 3:00 p.m. on Friday, May 31st, 2024**, in the Grand Ballroom.

The **Department Executive Committee Meeting will begin at 4:00 p.m., Friday May 31st, 2024**, in the Grand Ballroom.

The **Department Corporation Board Meeting will begin at 5:00 p.m., Friday, May 31st, 2024**, in the Grand Ballroom.

The **Constitution & Bylaws informal question and answer session will begin at 6:00 p.m., Friday, May 31st, 2024**, in the Grand Ballroom.

There will be no formal Processional to begin the Auxiliary meeting. All Districts are encouraged to put your flags up Friday evening.

The Opening Joint Session will begin at 7:50 a.m. Saturday, June 1, 2024, in the Regency Ballroom.

The Auxiliary Opening Session will begin at 10:00 a.m. or 20 minutes following the joint session on Saturday, June 1, 2024, in the Grand Ballroom.

A Joint Memorial Service will be held at 8:00 a.m. Sunday, June 2nd, 2024 in the Regency Ballroom.

Auxiliary Meeting reconvenes at 9:30 a.m. Sunday, June 4, 2023, in the Grand Ballroom.

DISPLAYS

Tables will be placed along the wall in the Grand Ballroom for displaying Poppy Displays, Chaplain Prayer Books, History Books/Scrapbooks, and Press Books. Please have your items displayed for judging in the Grand Ballroom by 12:00 Noon, Saturday, June 1, 2024. The Poppy Posters will already have been picked up from the Districts at the time of their District Conventions and judged by the Poppy Poster Committee with the winners forwarded to National for competition prior to the National deadline of June 1, 2024.

A Poppy Hat Parade will take place Sunday, June 2, 2024.

The Kansas Little Miss Poppy and Miss Poppy will be selected by the members of the Convention delegation and crowned after the Poppy Hat Parade.

PAST DEPARTMENT PRESIDENT'S PARLEY LUNCHEON

TBD.

CHILD WELFARE FOUNDATION DINNER

The Child Welfare Foundation Dinner will be at 6:30 p.m., Saturday, June 1, 2024, in the Alcoves Rooms 1 and 2. Please make reservations with The American Legion Headquarters office at (785) 232-9315.

CREDENTIALS

Credential forms for listing the names of your delegates and alternates are included with this mailing. **PLEASE FILL OUT AND SEND TO AMERICAN LEGION AUXILIARY, DEPARTMENT OF KANSAS, 1314B SW TOPEKA BLVD., TOPEKA, KS 66612 POSTMARKED NO LATER THAN ONE WEEK (MAY 26, 2023) PRIOR TO THE START OF DEPARTMENT CONVENTION. ALSO PLEASE MAKE SURE YOU HAVE YOUR MEMBERSHIP CARD WITH YOU AS YOU WILL NEED TO PRESENT IT AT REGISTRATION.**

PROCESSIONAL

There will be no formal Processional this year. However, the Department Officers and Past Department Presidents will still be introduced. District Presidents are cordially invited to bring their District American Flag and District Flag and stands to be displayed at the front of the Grand Ballroom along with the American Flag and Department Flag.

SASHES AND RIBBONS

The Page sashes, Department Officer and Past Department President ribbons will be handed out Friday evening, May 31st, 2024. Please be sure to return your sashes and ribbons at the close of the Convention.

SERGEANT-AT-ARMS AND PAGES

Dress attire for the Sergeants-at-Arms and Pages for Department Convention, Saturday Marti Gras, make it fun, Sunday business casual. For clarification purposes, Pages are the 2023 - 2024 District Vice Presidents.

Cheryl Eastep

Cheryl Eastep
Department President

Sue Coester

Sue Coester
Department Secretary

