



**CALL TO CONVENTION
FOR THE
10th DEPARTMENT OF KANSAS CONVENTION**

The 104th Department Convention of the American Legion Auxiliary, Department of Kansas is hereby called to meet in Topeka, Kansas on May 29th-May 31st, 2026.

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 785-234-5400. 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)

Registration will be held Friday, May 29th, 2025, from 4:00 – 7:00 p.m. and Saturday, May 30th, 2025, 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 1st, 2025. Registration for senior members \$15.00 for junior members \$5.00.

MEETINGS

The Finance Committee, DEC, and the Department Corporation Board meeting will be held via electronic means. The Constitution and Bylaws will be held electronically and in person. The Department Convention will be held starting Saturday in person at the Ramada Inn, Topeka, the Grand Ball Room.

The Finance Committee will meet at 6:30 p.m. on Tuesday, May 26th, 2026, via Zoom meeting.

<https://us06web.zoom.us/j/82326935522?pwd=ISGNBOPPSsy70GnPrJJPlnMWwKroht.1>

The Constitution & Bylaws informal question and answer session will begin at 6:30 p.m., Wednesday, May 27, 2026, via Zoom.

<https://us06web.zoom.us/j/86790346621?pwd=Y3wg3KqGigMAVsZLfkQwBFwTnybee6.1>

The Department Executive Committee Meeting will begin at 6:30 p.m., Thursday, May 28, 2026, via Zoom meeting.

<https://us06web.zoom.us/j/88135351604?pwd=gIWFACZDsobgeQdOohHijbdHh5w0Wl.1>

The Department Corporation Board Meeting will begin within 10 minutes following the conclusion of the DEC Meeting on Thursday, May 28, 2026, via Zoom, using the same link as the DEC meeting above.

The Constitution & Bylaws informal question and answer session will begin at 5:30 p.m., Friday, May 29th, 2026. In the Grand Ballroom.

There will be a semi- formal Processional to begin the Auxiliary meeting. All Districts are encouraged to put their flags up Friday evening.

The Opening Joint Session will begin at 8:30 Saturday, May 30th, 2026, in the Regency Ballroom.

The Auxiliary Opening Session will begin at 10:00 a.m. or 20 minutes following the end of joint session on Saturday, May 30th 2026, in the Grand Ballroom.

A Joint Memorial Service will be held at 8:00 a.m. Sunday May 31st, 2026 in the Regency Ballroom.

Auxiliary Meeting reconvenes at 9:30 a.m. Sunday, 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, May 30th, 2026. 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, 2026

A Poppy Hat Parade will take place Sunday, May 31st, 2026.

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

The Past Department Presidents Parley lunch will be Saturday, May 30th at noon in the Ramada Inn Hotel, in Madison Street Café. Past Department Presidents look for your invite from Past Presidents Parley Chairman Cheryl Estep.

CHILD WELFARE FOUNDATION DINNER

Not being held this year.

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. SINCE MAIL CAN BE DELAYED GETTING TO THE OFFICE, PLEASE EMAIL TO THE DEPT EMAIL AT KSALADEPTOFFICE@GMAIL.COM TO ENSURE YOUR FORMS ARRIVE IN A TIMLY MANNER. Also, please ensure you have your membership card with you, as you will need to present it at registration.**

PROCESSIONAL

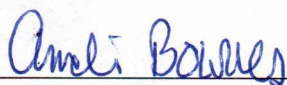
There will be no formal Processional this year. However, the Department Officers and Past Department Presidents will still be introduced. District Presidents are cordially invited to bring their District American Flag and District Flag and stands to be displayed at the front of the Grand Ballroom along 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 30th, 2026. If you are not staying Friday evening, please get your sash Saturday AM in the ballroom before joint session. Please be sure to return your sashes and ribbons at the close of the Convention.

SERGEANT-AT-ARMS AND PAGES

Dress attire preferred for the Sergeants-at-Arms and Pages is white tops and blue slacks or skirts. For clarification purposes, Pages are the 2025-2026 District Vice Presidents.



Anndi Bownes
Department President



Sue Coester
Department Secretary