

The American Legion



For God and Country

Department of Delaware, The American Legion, Inc.
P.O. Box 930, Seaford, DE 19973-0930
Tel: 302.628.5221
E-mail: adjutant@delegion.com

MEMORANDUM

Certification of Delegates, Delegates-At-Large and Alternates 100th Annual Department Convention

Date : May 15, 2018
To : Post Adjutants
From : Richard J. Santos, Department Adjutant

For the 100th Annual Department Convention, each chartered Post shall be entitled to two delegates and to one additional delegate for each fifty members, or major fraction thereof, whose current dues have been received by the Department Adjutant thirty (30) days prior to the date of the convention and to one alternate for each delegate. Certain department and national officers and past department commanders are delegates-at-large to the department convention with a voice and vote.

The following department and national officers shall be delegates-at-large to annual department convention:

Department Commander
Department First Vice Commander
Department Second Vice Commander
Department Adjutant
Department Finance Officer
Department Judge Advocate
Department Chaplain
Department Historian
Department Service Officer
Department Sergeant-At-Arms
One District Commander for each District
National Executive Committeeman
Alternate National Executive Committeeman

The failure of any Post to properly register its delegation shall not deprive such department officers and national officers of the department of his or her right to vote, provided he, himself, or she, herself, is properly registered as a delegate.

All Past Department Commanders are delegates-at-large, while in good standing in their respective Posts. The failure of any Post to properly register its delegation shall not deprive such past department

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commander of his or her right to vote, provided he, himself, or she, herself, is properly registered as a delegate.”

Each Post shall be required to pay the registration fee for each and every delegate that the post is entitled to no later than the start of the department convention. A post failing to pay registration fees pursuant to the preceding sentence shall have its delegation disqualified for all purposes and no individual delegate will be permitted to vote at the department convention; provided, however, that non-payment of registration fees shall not disqualify a delegation from participating in any district caucus or electing district officers. Payment of registration fees at any time during the department convention will qualify a Post delegation from that point until close of the Department Convention.

Delegates, alternates, delegates-at-large, and past department commanders shall be accredited, in writing, with first and last names, nick names acceptable, and American Legion member identification number, together with the registration fee of \$15.00 per delegate, alternate, delegate-at-large, and past department commander (see attached fee schedule), to the department adjutant at department headquarters, 601 Bridgeville Highway, Seaford, Delaware (P.O. Box 930, Seaford, DE 19973-0930) by the close of the business day, Wednesday, June 6, 2018, at 4:00 PM.

Any accreditation of post delegates, post alternates, delegates-at-large, and past department commanders received by the department adjutant at department headquarters, 601 Bridgeville Highway, Seaford, Delaware (P.O. Box 930, Seaford, DE 19973-0930) after the close of the business day, Wednesday, June 6, 2018, at 4:00 PM shall be at a registration fee of \$20.00 per post delegate, post alternate, delegate-at-large, and past department commander (see attached fee schedule).

Enclosed are the certification forms for delegates, delegates-at-large, past department commanders, and alternates. For posts that do not have use of a computer and do their work in long hand, the forms need to be completed and returned to Department HQ by mail as provided above, properly signed, with a check for the total amount of delegate, delegate-at-large, past department commanders, and alternate fees.

For those with a computer, the form is available in Microsoft Excel format. The computerized format is very easy to use. To eliminate doing the entire form, year to year, you save the blank form on your computer in MS Excel format. Please note that there is a tab for the delegates/delegates-at-large form and a separate tab for the alternate form. Open the template. Save as and name as the 2018 submission. Insert the requested data. Please use upper and lower case; **no straight capitalization**. First name nick names may be used. Save the completed form. When received in HQ, the data is transferred to the master convention listing for delegates, delegates-at-large, and alternates; so please use the form as requested. E-mail the completed form to Department HQ as an attachment. Send your check by mail for delegate, delegate-at-large, and alternate fees to Department HQ.

Delegates, delegates-at-large, and alternates do not change that often from year to year. Follow the same instructions for opening, save as, and save for your 2018 submission for future years. You will only have to enter information on any changes for delegates, delegates-at-large, and alternates in lieu of doing the entire form.

If you require any additional information, please contact me by telephone at 302.628.5221 or by E-mail at adjutant@delegion.com.