

# CODE OF PROCEDURES

## CONVENTION COMMISSION

Approved Special D.E.C. December 2025

### Article I

**Section 1.** Delegates and Alternates to the annual American Legion and American Legion Auxiliary Department Convention shall pay a registration fee of twenty (\$20.00) dollars.

A. The payment of Delegates and Alternates fees will be the responsibility of the Post and Auxiliary Unit. One (1) check from the Post will be sent to Department Headquarters with the names of those Delegates and Alternates.

B. All American Legion Posts will be assessed their total delegate fee as determined by the membership. Any Post that has not paid their total fees will be considered not in good standing and will not be allowed to vote.

**Section 2.** Guests attending the Department Convention shall pay a fee not to exceed one-half (1/2) of the fee set for Delegates and Alternates, \$7.50 at this time.

A. Sons of The American Legion (S.A.L.) shall pay a Delegate and Alternate fee of \$20.00. This fee is to include the S.A.L. Detachment Convention and Guest Credentials to The American Legion Department of Oregon Convention. This fee shall be split by \$15.00 to the Host Post and \$5.00 to The Detachment of Oregon.

**Section 3.** Except for paid staff of The American Legion Department of Oregon and The American Legion Auxiliary, each person attending the Convention activities shall be registered as a Delegate, Alternate, or Guest of the American Legion or The American Legion Auxiliary and pay the appropriate registration fees. Delegate, Alternate, or Guest Credential Badges must be worn at all times while on the Convention floor.

### Article II

**Section 1.** The funds derived from registration fees shall be expended as follows:

A. Guest registration shall be retained by the Host Post Convention Corporation.

B. The American Legion Convention and The American Legion Auxiliary Convention Delegate and Alternate registration fees shall be divided as follows:

a. Seventy-five percent (75%) (\$15.00) allocated to the Host Post Convention Corporation.

b. Twenty-five percent (25%) (\$5.00) shall be retained by The American Legion Department of Oregon Headquarters. Upon receipt, the remaining (75%) (\$15.00) shall be transmitted to the Host Post Convention Corporation in a timely manner and shall include a list of Posts and names of Delegates and Alternates paid.

- c. The American Legion Auxiliary of The Department of Oregon shall receive twenty-five percent (25%) (\$5.00) of each registration fee paid by a Delegate or Alternate to The American Legion Auxiliary Department Convention. The remaining seventy-five percent (75%) (\$15.00) shall be sent to the Host Post Convention Corporation and shall include a list of Units and the names of Delegates and Alternates paid.
- d. Department Headquarters shall report the correct number of Delegates and Alternates registered and paid to the Convention Credentials Committee.
- e. The Department Finance Officer shall be responsible for accepting late registration fees and disburse credentials at the place set up for the purpose of Registration and Credentials at the Department Convention and shall send to the Host Post Convention Corporation the final tally and payment immediately following the close of The Department Convention.
- f. The Auxiliary Convention Chairperson will provide the number of Delegates and Alternates of the Auxiliary to the Host Post Convention Chairperson at the close of registration.

**Section 2.** All funds allocated to The American Legion Auxiliary shall be supported by complete copies of registration records.

### **Article III**

**Section 1.** The Convention Corporation of the Host Post shall agree to all sections of the Department Convention Code of Procedure and will sign an applicable contract with The American Legion Department of Oregon.

**Section 2.** Upon selection as Convention City, the Host Post shall appoint a Post-Convention Committee chairman, to be recognized as the General Chairman. The Chairman of various committees shall also be appointed, and a complete list will be furnished to the Department Adjutant and the Department Convention Commission Chairman.

A. The Host Post shall form a Convention Corporation; paperwork is available from the Secretary of State for the State of Oregon.

B. The Host Post shall obtain insurance coverage in the amount of one million (\$1,000,000.00) dollars for the dates of the Department Convention.

**Section 3.** All meetings attended by the Department Convention Commission and the Host Post shall be recorded, by the Host Post, and a copy of the minutes sent to the Department Adjutant and the Department Convention Commission Chairman.

**Section 4.** The Department Convention Commission has the authority to determine policy and procedure on all matters relating to the Convention. Any dispute not resolved maybe arbitrated by the Department Commander, Department Adjutant, and the Department Judge Advocate with the Convention Commission Chairman.

**Section 5.** Department Convention Chairman expenses shall be borne by funds allocated to the Department Convention Commission for the following:

A. At least thirty (30) days prior to the Fall D.E.C., the Department Convention Commission Chairman shall meet with the Convention Committee of the Host Post to ascertain that the Host Post is in accordance with the Department Convention Commission Code of Procedure. If the conditions of the Code of Procedure are being adhered to, the Department Convention Commission Chairman shall recommend to the Fall D.E.C. that an applicable contract be entered into as specified in Article III Section I of the Department Convention Commission Code of Procedure.

B. At least ninety (90) days prior to convention, the Department Convention Commission Chairman will meet with the Host Post Convention Committee to ascertain their readiness.

#### **Article IV**

**Section 1.** The obligation of the Department Executive Committee and Convention City.

A. The annual Department of Oregon Convention shall close no later than the last Saturday of June. The date of the Convention shall not be changed after the Convention has been awarded.

B. The contract, (Article III, Section I), may be revoked at any time up to ninety (90) days prior to the Convention Dates with the approval of the D.E.C. and The American Legion, Department of Oregon, shall be relieved of any obligations.

C. The D.E.C. may assess the Host Post a fine of up to One Thousand Dollars (\$1,000.00) for any flagrant violation of the Contract.

#### **Article V**

**Section 1.** The Convention City Host Post shall obtain a minimum of 200 rooms for Delegates, Alternates, Guests, and Department Staff housing, secured by contracts between the Host Post and local Hotels/Motels.

A. The above contracts will establish contracted room rates, the type of rooms available, and any other obligations agreed upon between the Host Post and the local Hotel/Motel, subject to the approval of the Department Convention Commission.

**Section 2.** The Host Post Housing Chairperson will keep a record of rooms available at each Hotel/Motel. Housing at the Department Convention shall be the responsibility of each individual. Inquiries for rooms shall be directed to the Host Post Convention Housing Chairperson.

A. The Host Post shall recommend a Hotel/Motel to be used as Department Headquarters, to the Department Convention Commission. The Department Convention Commission will recommend the Hotel/Motel to be assigned to the Department Commander and Adjutant for approval as Headquarters. A minimum block of seventy (70) rooms of similar size and price shall be reserved from Monday through Saturday night.

a. The Headquarters Hotel/Motel shall have an elevator if available.

**Section 3.** Complimentary rooms, in the assigned Headquarters Hotel/Motel, shall be furnished and paid in advance, by the Host Post, for The American Legion Department Commander, The American Legion Auxiliary President, The American Legion Department Adjutant, The American Legion Auxiliary Department Secretary, and The American Legion Department Convention Commission Chairman, for a period not to exceed five (5) three (3) nights, during the Department Convention week. **If Department hosts the convention, The American Legion and**

**the American Legion Auxiliary will bear the cost of lodging for their leadership.**

A. The rooms of The American Legion Department Commander and The American Legion Auxiliary Department President will be of equal size and value, suites when available. All other rooms will be of similar size and value to the remainder of the block in the Headquarters Hotel/Motel.

B. A complimentary room will be furnished from the block in Headquarters Hotel/Motel for one night to the Most Distinguished Guest of The Department of Oregon American Legion or The American Legion Auxiliary; the cost of which shall be borne by the respective organization's Distinguished Guests Funds and paid in advance.

C. The Convention Commission Chairman, The Host Post Convention Corp. Chairman, and Department Adjutant shall meet with the Headquarters Hotel to ensure all complimentary rooms are paid for before the close of the Convention at least one (1) day prior to check out.

**Section 4.** Travel and housing expenses for the Department Convention Commission and or Chairman shall be assumed by the Host Post for:

A. Coordinating meetings of The American Legion and The American Legion Auxiliary.

B. Any other meetings the Convention City requests, the Department Commander calls due to problems that may arise, or any meetings the Department Convention Commission Chairman deems necessary.

## **Article VI**

**Section 1.** The Department Auxiliary President and her Auxiliary Convention Chairperson shall assume the responsibility for the Department President's and Department Commander's Banquet. The Department President and the Department Commander shall share the assignment of seating at the head table.

**Section 2.** Two (2) complimentary banquet tickets each shall be presented to the Department Commander of the American Legion, the Department President of the American Legion Auxiliary, and the Detachment Commander for the Sons of the American Legion forty (40) days prior to the Department Convention.

**Article VII Section 1.** Convention hall requirements.

A. Signs indicating District seating shall be placed in the Convention Hall under the direction of The American Legion Department Sgt.-At-Arms.

B. Adequate meeting rooms for the various Convention Committees will be provided, when available, with the appropriate signs. If not available, Committee meetings will be held on the floor. One (1) room will be provided for Department Headquarters Staff and one (1) room for the Trophies and Awards Commission.

C. Platform desks and or tables for the Department Adjutant and Staff, and The Department Auxiliary Secretary and Staff will be draped to the floor on three (3) sides.

D. Suitable podiums, microphones, and speakers shall be furnished in the Legion and Auxiliary meeting halls.

E. Adequate ventilation, heating/cooling systems, and water shall be provided by the Host Post or meeting hall facilities manager for personal comfort.

F. The American Legion Department Commander and Department Auxiliary President shall select the Master of Ceremonies for the joint opening ceremony at the annual American Legion Department Convention and set the agenda.

G. Reserved parking will be provided, when available, at the Department American Legion and Department Auxiliary Convention Halls for the Department Commander, Department Adjutant, and Staff, and the Department Auxiliary President, Auxiliary Secretary, and Staff not to exceed 5 spots per organization.

## **Article VIII**

**Section 1.** All additional Convention activities, i.e.: golf tournaments, parades, BBQ, meals, sites for candidate forums, open houses, etc. shall be coordinated by the Host Post General Chairman and the Department Convention Commission Chairman.

**Section 2.** Shuttle service shall be provided by the Host Post for all scheduled activities.

**Section 3.** All activities must have a formal printed ticket (computer generated O.K.), and each ticket must include the name of the function, cost, date, and meal choice (beef, fish, chicken, etc.).

A. Tickets shall be distributed to The Legion, The Auxiliary and The S.A.L. members in a packet made up for this purpose.

B. Reservation forms for ticket purchases shall be sent to the Posts, Units, and Squadrons by The Department of Oregon Headquarters in the Call to Convention packets and returned to the Host Post.

**Section 4.** Host Post must have available to the following year's Host Post all materials needed to host the Department Convention (signs, flag stands, etc.) at the close of the American Legion Department and American Legion Auxiliary Convention and help to load and remove these materials from The American Legion and The American Legion Auxiliary Convention sites.

## **Article IX**

**Section 1.** The Department Finance Officer shall provide a complete financial report concerning the Department Convention to the Fall D.E.C. to include funds collected and disbursed to the Host Post. A payment of \$ 1, 0 00.00 will be made to the Host Post Convention Corporation upon entering into a contract with The Department of Oregon. A final payment of \$1,000.00 will be made to the Host Post Convention Corporation after the final report is accepted at the Fall D.E.C. These payments are an incentive and an expression of gratitude of the Department of Oregon for the hard work of the Host Post Convention Corporation. These funds may be spent by the Post as they see fit. If for any reason the contract between

The Department of Oregon and the Host Post Convention Corporation is canceled, the initial payment of \$1,000 will immediately be reimbursed by the Host Post Convention Corporation to The Department of Oregon.

### **Article X**

**Section 1.** The Host Post Convention Corporation shall not be dissolved until after the second, or Fall D.E.C. meeting, at which time the General Chairman will give a full and final report of the Department Convention.

### **Article XI**

**Section 1.** The Department Convention Commission is appointed by and serves at the pleasure of the Department Commander as per, Article VI Section 1 of the By-Laws and Article VI Section 3 of the Constitution of The American Legion Department of Oregon.

### **Article XII**

**Section 1.** The Convention Commission is responsible for oversight of all the Department Executive Committee Meetings. (15 Sep 2017)

**Section 2.** Department Executive Committee Meetings shall be the third Sunday in September, January, and April. The April meeting may fluctuate based on Easter.

- A. The incoming Department Commander in conjunction with the incoming Auxiliary President will provide Convention Commission a list of preferred locations by May 15.
- B. The Convention Commission will select hotels and negotiate rates for each location.
- C. The Host Post shall offer meals, at minimum, lunch on Saturday in two areas (White Tops, general membership) and dinner Saturday evening.
  - a. The Department Commander and Auxiliary President have discretion on a formal banquet or informal dinner.
- D. The Host Post must have or secure meeting space for the Legion (approx. 150), the Auxiliary (approximately 65), and the Sons (approximately 30). The Convention Commission relies on your community ties to help keep the cost down. The reasonable cost of meeting space will be borne by the Department of Oregon, Legion, and Auxiliary respectively.

### **Addendum**

#### **Code of Procedure, Department Convention Commission**

The recommended minimum number of Titles of Convention Chairpersons required to host a Department Convention.

General Chairman Vice-Chairman  
Secretary Treasurer Registration  
Liaison Housing  
Program Packets  
Facilities- Meeting Rooms Public Relations

Legal (advisor) Parade  
(optional) Auxiliary Liaison

Some of the duties could be combined, using a single Chairman but hosting a successful Department Convention is an undertaking that is found to be better served by the efforts and participation of many Legionnaires and Auxiliary members.

## Convention Timeline

<b>ACTION REQUIRED</b>	<b>DATE COMPLETED</b>
<b>Prior to Fall D.E.C</b> Incorporate Convention Committee	_____
<b>Fall D.E.C.</b> Sign Contract with Dept.	_____
<b>November prior to Convention</b> Form Convention Committees Meal Committee should begin on location & menus for convention Wednesday - Golf Thursday- White Tops Breakfast or Lunch, VA&R/ALVS Lunch, Banquet Friday - Americanism Lunch, BBQ Saturday- GNUTS Breakfast, Victory Party Submit housing contract w/ HQ Hotel Secure Fire Dept. Support for First Aid Set final date for Registration of events Meals, lodging, golf, advertising Request District Support for transportation, convention staffing, etc. Reserve Golf Course Contact City, Tribal, County officials to address Convention Body	_____
<b>December</b> Meal Committee report to Conv Comm on menu & pricing Submit meal recommendation for Banquet - ALA through Convention Commission Report on signed HQ hotel contract additional lodging contracts advertising costs project list /other committees	
<b>February</b> Finalize menus and pricing, lodging, ad costs Prepare forms for Dept. for distribution via email, Legionnaire, etc.	_____
<b>April</b> Progress report for Spring D.E.C	

Receive final Dignitary list & schedule from  
Dept.

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Final Check with Conv Comm

Provide proof of 1,000,000 insurance for Convention

Report on Advertising

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Items for Packet- Chamber of Commerce, etc.

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## CONVENTION TIMELINE FOR HOST POST

ACTION REQUIRED	DATE COMPLETE
<b>May</b>	
Cut off for meals, lodging, advertising	
Receive Department Officer pages for Program from Department (06 Oct 2019)	<hr/>
Receive Convention Agendas for Program from Department (06 Oct 2019)	<hr/>
Florist for banquet/installation	
Poppy Corsages for Joint Opening PDCs, PDPs, District Commanders & Presidents, Dignitaries	<hr/>
<b>June</b>	
Pay Convention Hotel, Golf Course	
Submit Convention Program to printer	<hr/>
Provide list of convention staffing	<hr/>
Finish packets	<hr/>

**End of Convention**

Have all Dept. Convention materials together for handoff to next Post \_\_\_\_\_

**September**

Final report from Host Post to  
Conv Comm to include  
breakdown of meals  
purchased/sold/served,  
advertising, complete  
income/expense