



American Legion
Department of Washington

Date: April 5th, 2018
Memorandum to: Post Adjutants
From: Leo Gruba, Department Adjutant
Subject: Department Convention Delegates, Alternates and Guests

Delegate Strength

The Department Constitution provides that:

- Each Post shall be entitled to one Delegate, plus one additional Delegate for each 100 members or major fraction thereof. Current dues must have been received at the Department Headquarters at least 30 days, (June 15, 2018), prior to the convening of the Department Convention.
- Post Delegates shall be selected in accordance with Post Bylaws, and the Post Adjutant and Post Commander shall certify to Department Headquarters the names of those so selected, as prescribed in the Department Operating Procedures.
- Past Department Commanders and Past National Executive Committeemen and the currently serving Department Commander, National Executive Committeeman, Department Vice-Commanders, and District Commanders shall be delegates at large (in addition to the delegates authorized for the Post in which they are in good standing) but, on a roll call vote, shall cast their votes with the applicable Posts.
- The Department Adjutant shall certify the Delegates as "in good standing" and notify the applicable Post of any "not in good standing" delegates prior to the Convention.
- Each post is also entitled to one alternate delegate for each delegate.

**Form for Badge Preparation and
Certifying Delegates, Alternates and Guests**

We are again asking post Adjutants to provide name badge and registration information through the completion of one form (attached – Certification and Registration Form).

For badge preparation: complete the form and email as an attachment to Department Headquarters office (administrator@walegion.org). **Do not alter the form's format in any way**, as the information is imported directly from your form into a data source for badge purposes. Remember to check spelling, as badge names will appear as submitted. If the attendee prefers a nickname rather than their given name, please include that as well.

Registration for all delegates, alternates, guests, and at-large delegates is \$25.00. Department pays registration fees for Executive Board Members and the Color Guard.

Please wait until you feel your list is finalized before sending. If you have changes after the list has been submitted, correct your list and then resubmit the entire list. Mail your registration and check to Department of WA, PO Box 3917, Lacey, WA 98509.

Do not prepare your own personal form; only the official certification form will be accepted.


Leo R. Gruba
Department Adjutant