

CALL TO DISTRICT CONFERENCE

In accordance with the Department Constitution and Bylaws, the Spring/Fall Conference of the _____ District, American Legion Auxiliary, Department of Alabama, will be held on _____ at _____ with _____ Unit in charge of arrangements. This meeting will be called order promptly at _____.

PURPOSE

The Spring Conference is called for the purpose of receiving annual reports, for nominating the District President and electing District Vice President(s), Chaplain and nominating a Delegate-elect to attend the National Convention, appointing a Secretary/Treasurer (or Secretary and Treasurer) and for transacting such other business as may pertain to the District.

REPRESENTATION

Representation shall be based on five (5) Delegates for the Unit and one for every twenty-five (25) members or major fraction thereof. (District Rule #6).

REGISTRATION FEE

There will be a Registration fee of \$1.00 per voting Delegate, this to be used for expense of the District Conference, for transmitting copies of minutes and other Conference Expenses. (District Rule #8).

CREDENTIALS

Each Unit Delegation will present to the Registration Committee, properly signed by the Unit President and Secretary, a list of Delegates and Alternates.

LUNCHEON

A luncheon will be served at _____ o'clock with _____ Unit in charge of arrangements at _____. Plates will be \$ _____ each. Reservations must be made _____ with _____ telephone number _____.

Unit Presidents are requested to have a narrative report in writing to give and to turn over to the District President. Units unable to send a representative MUST send the Unit report to be read at the Conference.

District Secretary

District President

(The District report for Conference is not to be confused with the ANNUAL REPORT FORM. The Annual Report Form is filled out and sent to the respective Department Chairmen at the end of the year. The District President will take the Spring Conference reports from the Units and compile into a complete District report for that District for the annual year to be published in the Book of Reports.)