

1. Attention of Post Commanders is directed to Section 222 of the National Bylaws and the Manual of Procedure, which provides that each Post will pay, in advance, a National Convention registration fee of twenty-five dollars (\$25) which shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the National Convention will pay a ten dollar (\$10) delegate fee. Posts are encouraged to register their Post delegate(s) online through the Online Membership System (OMS) or by submitting their National Convention Post and Delegate Registration form that will be mailed to all Posts as part of the Election Report/Convention Registration mailing going out later this month. Registration forms for the 124th National Convention may be mailed to: Convention Registration, 406 W. 34th Street, Kansas City, MO 64111.

2. Attention is directed to Section 217 of the National Bylaws and the Manual of Procedure covering the nomination, election and installation of Post Officers. Post Election Report forms are being mailed to Post Quartermasters with instructions that they complete the form online through the Online Membership System (OMS) or they can complete the form and return directly to National Headquarters immediately following the election of Post Officers but not later than June 1.

3. Section 222 of the National Bylaws and the Manual of Procedure provides that delegates and alternates for the District Convention and meetings, Department and National Conventions shall be elected at a regular meeting in April. Posts are entitled to one (1) delegate and one (1) alternate for each thirty (30) members or fraction thereof in good standing in the Post as of March 31.

4. Pursuant to Section 403 of the National Bylaws and the Manual of Procedure, each District shall hold an annual District Convention for the purpose of electing District officers, such convention to be held not less than ten (10) days nor more than seventy-five (75) days prior to the convening of the Department Convention.

Pursuant to Section 403 of the National Bylaws – Regular Meeting, Districts shall hold at least two (2) regular meetings each year for purposes of transacting business and conducting schools of instruction.

Pursuant to Section 417 of the National Manual of Procedure, District officers shall not assume the duties of their office until the Department Commander is installed.

District officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed in accordance with Section 416 of the Manual of Procedure.

5. Attention of Post Commanders is directed to Section 218 (a)(11) of the National Manual of Procedure, Officers: Duties and Obligations. Trustees Report of Audit must be prepared in detail within thirty (30) days from the end of each quarter, one of which ends March 31.

#### NATIONAL HEADQUARTERS

#### WASHINGTON OFFICE

6. Certificates of charter evidencing consolidation have been issued to the following Posts:

Post Nos. 3965 and 7384 consolidated as Post No. 3965, Springfield, Oregon

Post Nos. 7545 and 2472 consolidated as Post No. 7545, Tonawanda, New York

Post Nos. 10643 and 11362 consolidated as Post No. 10643, Windham, Maine

Post Nos. 4906 and 5530 consolidated as Post No. 4906, Toledo, Ohio

Post Nos. 4456 and 1113 consolidated as Post No. 4456, Gilbert, Minnesota

Post Nos. 8986 and 2401 consolidated as Post No. 8986, Newport, North Carolina

BY COMMAND OF  
TIMOTHY M. BORLAND  
COMMANDER-IN-CHIEF

OFFICIAL:

A handwritten signature in black ink that reads "Dan West". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Dan West  
Adjutant General