

## TO BE READ AT MEETINGS AND POSTED:

1. Audit Reports –Put This on Your Must Do List:
  - a. Post Commanders are reminded that it is their duty to ensure that Post Trustees comply with Section 218 (a)(11) of the National Manual of Procedures – Duties of Trustees. This section states in part that the Audit Report shall be signed by the Post Commander and the three Post Trustees, who shall by their signatures, “certify to the accuracy of the information contained herein”. The Audit Report is to be mailed to the Department Adjutant/Quartermaster as soon as possible. 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. Post Commanders, if you have complied with this section prior to the end of the month following the close of the quarter, thank you.
2. Retention:
  - a. The Month of February will be Retention Month. Post and Districts need to schedule time to Call all expired and expiring members.
3. National Convention:
  - a. 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.
4. Elections:
  - a. 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.

- b. 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.
  - i. 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.
  - ii. 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.



BY COMMAND OF

HEATH N. SILCOX  
DEPARTMENT OF UTAH  
COMMANDER

### **2023-24 Planning Calendar**

#### **2024**

Feb 2-4	Utah Mid-Winter Convention Lehi, UT
Feb 12	JROTC Cadet of the Year due to Post
Mar 1	Scout of the Year due to Post
Mar 3-7	Legislative Conference Washington DC
June 7 - 9	Department Summer Convention Ogden, UT
July 27-Aug 1	National Convention Louisville, KY