

NATIONAL HEADQUARTERS SONS OF THE AMERICAN LEGION

March 2, 2012

MEMORANDUM TO: SAL NATIONAL OFFICERS, NATIONAL EXECUTIVE COMMITTEEMEN, ALTERNATE NATIONAL EXECUTIVE COMMITTEEMEN, PAST NATIONAL COMMANDERS, NATIONAL COMMISSION AND COMMITTEE CHAIRMEN AND MEMBERS, DETACHMENT COMMANDERS AND ADJUTANTS

FROM: BRIAN J. O'HEARNE (MA), NATIONAL ADJUTANT

SUBJECT: NATIONAL EXECUTIVE COMMITTEE MEETING
SATURDAY AND SUNDAY, May 5 – May 6, 2012

Pursuant to Section 2, Article VII, of the National Constitution of the Sons of The American Legion, the National Commander of the Sons of The American Legion, hereby calls for a meeting of the National Executive Committee of the Sons of The American Legion to be held May 5 – May 6, 2012, in Indianapolis, Indiana. The meeting shall be conducted at the Sheraton Hotel downtown Indianapolis. Agenda of the meeting is set as follows: Pre –Registration, Friday 2-5 p.m.; Saturday 7:30-8:30 a.m. National Committee Meetings will be held on Friday, 6-9 p.m., and National Commission Meetings will be held on Saturday beginning at 9:30 a.m. Call to order on Saturday morning at 8:30 a.m., and then adjourn. The NEC will reconvene Sunday at 8:45 a.m. until noon (approximately). Please arrange for your travel to Indianapolis on Friday, May 4, 2012, with a departure time on Sunday, May 6, 2012, after 1:30 p.m., if possible. Times are subject to change. **See final agenda sheet in your registration packet for times and meeting rooms.**

All certified National Executive Committeemen (or Alternate representing), National Officers, National Committee and Commission members and Past National Commanders attending the meeting will receive a reimbursement for mileage, as per the attached budget allowance sheet. Persons authorized to receive a call-in and register in advance for the meeting will receive a reimbursement for this meeting. There will be a sign-in register for the National Executive Committee Meeting, and the call-in allocation shall be determined from that register. ONLY NATIONAL OFFICERS, CERTIFIED NECMEN AND COMMITTEE/COMMISSION MEMBERS WILL RECEIVE REIMBURSEMENT.

Housing will be at the Sheraton Hotel located downtown Indianapolis, Indiana. Attached is a copy of the standard housing form. If you plan to attend the National Executive Committee Meeting, May 5 – May 6, 2012, you must return this form to National Headquarters. Please do so immediately as rooms are limited. Reservations must be received at this office prior to March 27, 2012. A block of rooms has been reserved at the hotel; however, these rooms can only be held until March 27, 2012. It is imperative that you respond prior to March 27, 2012. Your reservation will be guaranteed, however, if you have a last minute change and cannot attend, it is your responsibility to cancel your reservation otherwise you will be billed for the first nights lodging. Also, if you elect to room with someone else at the last minute upon your arrival, you must make this adjustment with the front desk of the respective Hotel.

There is no free hotel shuttle service to and from the airport. You must use either a limousine or taxi at your own expense. You can contact Carey of Indiana a local limousine service at 1-317-241-6700 {www.careyindiana.com} or the Green Line service available in the baggage area for transportation, if desired.