



UKRAINIAN AMERICAN VETERANS, INC.

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ANNA KRAWCZUK, PAST NATIONAL COMMANDER



UAV ANNUAL NATIONAL CONVENTION PROCEDURES (Approved by the UAV NEB, 2007)

National Commander is the Chairperson of the National Convention and the National Executive Board. (UAV Constitution and Bylaws, Article II, Section I).

1. Convention agenda: responsibility of the UAV National Executive Board (NEB). National Commander presents the convention agenda to the UAV NEB for approval prior to convention. It is presented for acceptance to the delegates at the Convention.

2. Convention Journal – is a record of the UAV Annual National Conventions, as well as a fundraiser. It may be done by the NEB or the hosting Post.

Net profit of Convention costs (the Journal, hotel costs and the banquet) to be split 50-50 between hosting post and the UAV National Executive Board.

3. Convention Banquet – run by Convention Banquet committee, usually headed by hosting Post's Commander. Post selects other committee members as needed. Banquet program to be approved by the UAV NEB and should be according to the protocol.

- Official opening ceremonies – National Commander
 1. Posting of Colors
 2. American and Ukraine's National Anthems
- MIA POW Ceremony – Hosting Post's responsibility
- Installation of UAV NEB Officers and UAV NLA – by Installation officer (every two years).
- Hosting Post Commander welcomes all the guests and introduces the MC.
- Master of Ceremonies runs the rest of the banquet program
- Introduction of special guests/speakers/ the head table.
- Invocation – Clergy and/or UAV National Chaplain
- Dinner
- UAV National Commander – speech and awards
- UAV newly elected National Commander (every two years)
- UAV National Ladies Auxiliary President
- Keynote speaker
- Benediction -
- Hosting Post Commander thanks everyone for coming.

4. Hosting Post's responsibility:

- Find proper lodging facility.
- Find a proper banquet facility – run the banquet, find keynote speaker
- Host the hospitality room – special programs in between sessions
- Special excursions
- Transportation for delegates if needed.

5. Convention notification should be sent at least 4-5 months prior to convention to all UAV members.

Notification can be done by the UAV NEB or by the hosting Post and should include the following:

1. General Convention information
2. Hotel reservation form
3. Banquet reservations and/or invitations
4. Ad solicitation form

Hosting Post receives seed money from the National Executive Board for down payments and/or deposits for the banquet hall, band, etc., to be reimbursed to the NEB after the convention.

In case there is no Host Post, all of the above becomes the responsibility of the UAV National Executive Board. According to the UAV Bylaws, UAV conventions are annual with elections of the UAV National Executive Board officers every other year. UAV NEB holds financial responsibility/liability.