



8 October 2020

## **GUIDE FOR WRITING AMENDMENTS TO POST OR DISTRICT BYLAWS**

Once you have determined there needs to be a change made to your post or district bylaws, you will need to generate a document with the following sections included:

NAME AND ARTICLE: such as Article X, EXECUTIVE COMMITTEE

“NOW READS”: Write section as it reads in your current Bylaws.

“NOW READS”: Write how it will read if passed.

“CERTIFICATION”: Includes certification, dates of reading, and Commander’s and adjutants signatures.

**\*\*\*(PLEASE SEE SAMPLE BELOW)\*\*\***

### **NEW BYLAWS**

If you are replacing your bylaws, you will find an updated sample copy of bylaws on the Department website <https://calegion.org/constitutions-bylaws/> There is also a guide for writing Post bylaws on the same website page.

### **SUBMISSION AND APPROVAL PROCESS**

Have the First Reading on the floor at a Regular Post/District Meeting under New Business. **You only need to read the changes that were made from the previous bylaws.** Next notify the Post/District General Membership of the second reading and approval vote. The best way is to put the next meeting date and time when you will have your second reading and vote in your post/district newsletter or by mass email. Make the second reading in the next Regular Meeting under Unfinished Business. Have the Second Reading and vote. The vote is a 2/3 majority vote of those present and voting.

*NOTE: If replacing the Bylaws, only the changes being made are required to be read at the post/district meeting.*

Once the amendment(s) or bylaws is approved by the membership, you will need submit a PDF copy of the signed copy to Department at [bylaws@calegion.org](mailto:bylaws@calegion.org) for review. *(Please see the very bottom of these instructions for more information on PDF)* They will be logged in and forwarded to your Area C&B Commissioner. **Please do not send directly to the Area Commissioner.** If approved, it will be submitted to Department for entry into the record. If not approved, it will be returned to the Post/District with a detailed explanation of what needs to be corrected before resubmission. **All amendments and new C&B must be in**

How to Write and Submit a Bylaw Amendment

1 October 2020

**compliance with California and National Constitution and Bylaws. Please do not send the original document, only copies.** If you have any questions or difficulties, please contact your Area Commissioner or me at [motorbones53@gmail.com](mailto:motorbones53@gmail.com) or (916) 204-8151.

**NOTE: If you are unable to convert your submission into PDF format, you must then submit one hard copy of the signed amendment(s) with a cover letter requesting review and approval to the following address:**

American Legion Department of California  
Attn: Constitution and Bylaws  
1601 7<sup>th</sup> St.  
Sanger, CA, 93657

Each Post or District are responsible to maintain their Constitution and Bylaws in compliance with the state or national Constitution and Bylaws. Post Bylaws must be submitted by the individual Post to Department and not through or by the District, though you are free to have them reviewed by them for accuracy and completeness. However, the District Commander is responsible to assure each Post in their District has an approved set of bylaws.

Mark L. Rice  
Commission Chairman  
Constitution and Bylaws Commission, DOC  
[motorbones53@gmail.com](mailto:motorbones53@gmail.com)  
(916) 204-8151

Please See Example Below

**(SAMPLE FOR CHANGES/AMENDMENTS)**

American Legion Post 999 (or District)  
(Address)

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AMENDMENT TO POST (or DISTRICT) BYLAWS  
ARTICLE X, SECTION 5

PRESENTLY READS:

Section 5. The Executive Committee shall regularly meet at least once between meetings of the Post at a time and place designated by said Committee. A majority shall constitute a quorum. Said Committee may hold such special meetings as said Committee or the Commander may deem advisable, notice thereof being mailed to each member at least seventy-two (72) hours before the time and place of the meeting and the matter to be considered.

CHANGE TO:

Section 5. The Executive Committee shall regularly meet at least once between meetings of the Post at a time and place designated by said Committee. A majority shall constitute a quorum. Said Committee may hold such special meetings as said Committee or the Commander may deem advisable, notice thereof being mailed to each member at least seventy-two (72) hours before the time and place of the meeting and the matter to be considered. The Executive Committee can in special or an emergency situation at directions of the Commander can conduct Executive Committee meeting by electronic means (e-mail, conference call, etc).

CERTIFICATION

Above the signatures of the Commander and Adjutant, certify to the following:

“We hereby certify that the above By-Law Amendment was read at two regular business meetings and adopted on \_\_\_\_\_, a quorum being present, and by a two-thirds (2/3) vote of those present and voting.”

First reading: \_\_\_\_\_ .

Second reading and adoption: \_\_\_\_\_ .

Signed by,

\_\_\_\_\_  
Commander

\_\_\_\_\_  
Adjutant

## WHAT IS PDF?

PDF stands for "portable document format". It was introduced to ease the sharing of documents between computers and across operating system platforms when you need to save files that cannot be modified but still need to be easily shared and printed. Today almost everyone has a version of Adobe Reader or another program on their computer that can read a PDF file. If you do not have such a program, it can easily be downloaded from the internet. Adobe is the most common one. There's a basic free version you can get that will only read PDF documents. There are other specialized PDF programs that can convert PDF files into Word, or you can directly work on the document. They usually cost something.

There are a couple of ways to save a file in PDF format. If you are using Word, when you save the file use the "SAVE AS" function. When the pop-up window appears, there's a drop-down list at the bottom under "FILE FORMAT". Click on that and hit the PDF option. This will convert your document into PDF format. Once a file in Word (Windows 365 Version), it can be converted back. Just click on the file when you use the "open file" function in word. It can also convert scanned word documents, though some of the parameters may change.

The other way is that is that you can use a scanner/printer to convert the file. When scanning it into a home printer/copier machine, there's usually a USB port on the front of the printer and you can scan the signed bylaws using either the auto-feeder or the top glass. The scan should automatically convert into PDF when saved.