

# THIS IS A WORKING COPY OF THE PROPOSED 2024 DEPARTMENT BYLAW CHANGES

## THE AMERICAN LEGION DEPARTMENT OF CALIFORNIA BYLAWS

### ARTICLE I –NAME

Section 1. The name of the organization shall be The American Legion - Department of California hereinafter referred to as "Department".

Section 2. Permanent headquarters of the Department shall be at such city as designated by the Annual Department Convention or the Department Executive Committee.

### ARTICLE II - NATURE

Section 1. The American Legion is a civilian organization; membership therein does not affect nor increase liability for military or police service. Rank does not exist in The American Legion; no member shall be addressed by their military title in any convention or meeting of The American Legion.

Section 2. The American Legion shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment.

Section 3. Each member shall perform ~~his~~ *their* full duty as a citizen.

### ARTICLE III - ELIGIBILITY AND MEMBERSHIP

Section 1. The eligibility for membership in The American Legion shall be those dates and conditions set forth in Article IV, Section 1, of the National Constitution of The American Legion as amended.

Section 2. There shall be no form or class of membership except an active membership, and dues shall be paid annually or for life.

Section 3. No person may be a member at any time of more than one Post.

Section 4. All candidates for membership into The American Legion shall be voted upon by the membership of the Post at a regular meeting. A majority vote of those present and voting shall accept or reject a candidate.

Section 5. No person who has been expelled by a Post, shall be admitted to membership in another Post, without the consent of the expelling Post, except that where such consent has been asked for and denied by such Post, the denied person may then appeal to the Department

Executive Committee for permission to be admitted to membership in another Post, and shall be ineligible for membership until such permission is granted.

Section 6. No transfer can be made unless the applicant has paid or is paying their dues for current year.

Section 7. No charges shall be made to applicant for the transfer. No dues shall be transferred with the applicant. Posts accepting the applicant shall give credit for dues already paid.

Section 8. No member of The American Legion in good standing shall be excluded or denied membership because of race, creed, or color in any group affiliated with The American Legion that used the prestige, name, or emblem of The American Legion.

#### **ARTICLE IV - OFFICERS**

Section 1. (a) The elected officers of this organization shall be the Commander, six (6) Vice-Commanders and Sergeant-at-Arms. The six (6) Vice-Commanders are to represent the six (6) Areas of the Department, as set forth in Article VII, no two being members of the same Area. The term of service for elected officers shall be no more than one year except for the District Commanders.

(b). The appointed officers shall be the Adjutant, Judge Advocate, Chaplain, Historian, Parliamentarian and Service Officer. They shall be appointed each year by the Commander with the approval of the Department Executive Committee to serve until their successors are selected or until removed by the Department Executive Committee upon recommendation of the Commander.

**Section 2. The Department Commander, the Department Vice-Commanders, and the Department Sergeant-at-Arms shall be elected at the annual Department Convention and shall hold office until the close of the following Department Convention. MOVED FROM ARTICLE IX, Section 18**

**Section 3. The election of the six (6) Vice-Commanders representing the six (6) Areas of the Department shall be by vote of the delegates of the Posts of each specific Area, provided further that the Department Vice-Commander shall be a member of a Post of the specific Area they are elected to represent. MOVED FROM ARTICLE IX, SECTION 19**

**Section 4. The National Executive Committee Member and the Alternate National Executive Committee Member shall be elected at a regular Department Convention for a term of two (2) years. MOVED FROM ARTICLE IX, SECTION 20**

**Section 5. A vacancy in an elected office of the Department, whether such vacancy occurs through death, or inability to act as the Department officer, shall be filled by the Department Executive Committee. The Department Commander, or the Department**

Adjutant in the event of a vacancy in that office, shall summon the Department Executive Committee to elect a successor to fill such vacancy for the balance of said term. In the event in the vacancy of a Department Vice-Commander, a new Vice-Commander shall be elected at the next meeting of the Area they represent. MOVED FROM ARTICLE IX, SECTION 24

Section 6. In case of death, resignation, removal, or inability to act of the National Executive Committee Member, the Alternate National Executive Committee Member shall automatically become the National Executive Committee Member to serve for the remainder of the unexpired term. The Department Executive Committee or the Annual Department Convention, at the first meeting after such vacancy occurs shall select a successor to the Alternate National Executive Committee Member, for the remainder of the unexpired term. MOVED FROM ARTICLE IX, SECTION 25

Section 7. In case of death, resignation, removal or inability to serve as the Alternate National Executive Committee Member, the Department Executive Committee or the Department Convention at the first meeting after such vacancy occurs, shall elect a successor to the Alternate National Executive Committee Member to serve for the remainder of the unexpired term. If both positions are vacated, a new National Executive Committee Member and Alternate National Executive Committee Member shall be elected at the next Department Executive Committee meeting. MOVED FROM ARTICLE IX, SECTION 26

#### Section ~~7~~ 8. DEPARTMENT COMMANDER

The Commander shall be the executive head of the Department, with full power to enforce the provisions of the Department Bylaws and the mandates of the Department Convention. The Commander shall be the Chair of the Department Convention and the Department Executive Committee and shall perform such other duties as are usually incident to the office.

#### Section ~~8~~ 9. DEPARTMENT VICE-COMMANDERS

(a.) The Vice-Commanders shall act as representatives of the Commander on all matters referred to them by the Commander, and shall at the request of the Commander, preside over the meetings of the Department Convention or Department Executive Committee and perform such duties as are usually incident to the office. Each Vice-Commander may appoint an Adjutant, Chaplain, Sergeant-at-Arms and such other assistants as may be deemed necessary to assist in the performance of duties.

(b.) The Vice-Commanders shall be available for conference with the Commanders of the Districts of their respective Areas and assist in the coordination of the work of The American Legion in their respective Areas.

#### Section ~~9~~ 10. DEPARTMENT ADJUTANT

*The Department Adjutant shall serve as the Chief Administrative Officer, reporting directly to the Department Commander and the Department Executive Committee. As the*

*Department of California's administrative head, the Adjutant is charged with the administration of the policies and mandates of the Department Convention, the Department Executive Committee, and of the Department Commander. The Adjutant shall also be the custodian of the Department of California books and records. The Adjutant shall perform such other duties as assigned or incident to the office.*

(a.) The Department Adjutant shall be charged with the administration of the policies and mandates of the Department Convention, the Department Executive Committee, and of the Commander.

(b.) The Adjutant shall perform such other duties as are usually incident to the office. They shall keep a record of all meetings of the Department Convention, the Department Advisory Council, and the Department Executive Committee and prepare a permanent record for the same. At the direction of the Commander, the Adjutant shall read the minutes of the previous meeting and make such corrections as allowed.

(c.) The Adjutant shall, under direction of the Commander, cause notice to be given of all meetings. They shall further keep a record of all Posts in the Department and shall obtain from such Posts a complete record of the personnel of such Posts.

(d.) The Adjutant shall receive from the Posts; all annual per capita tax and assessments levied upon such Posts and keep an accurate record of all receipts of such money.

(e.) The Adjutant shall have general charge of all paid personnel of the Department.

(f.) The Adjutant is authorized, in the event of the death or resignation of the Commander, to summon the Department Executive Committee for the election of a successor.

(g.) The Adjutant shall further render to the members of the Department Executive Committee such reports as may be prescribed by the Committee, and keep all financial records in readiness for the auditing of Department accounts.

(h.) The Adjutant shall maintain a surety bond in an amount acceptable to the Department Executive Committee, payable to: The American Legion - Department of California; to insure the Department officers and financial agents in the performance of their duties, the premium of the bond to be paid by the Department.

#### Section 4011. DEPARTMENT JUDGE ADVOCATE

The Judge Advocate shall provide information to the Department officers and the Department Executive Committee on all legal matters, including the construction and interpretation of the Department Bylaws and the National Constitution and Bylaws. The Judge Advocate shall be responsible for reviewing the content of all Department contracts which obligate the Department in excess of two thousand five hundred dollars (\$2,500.00), including those of Commissions and

Committees, prior to such contracts being signed and will perform such other duties as are usually incident to the office.

Section ~~11~~ **12**. DEPARTMENT HISTORIAN

(a.) The Historian shall collect from year to year all records and data of value and interest for the Department headquarters of The American Legion, and shall compile during their term of office, a complete history of the year's activities.

(b.) The Historian shall also assist District and Post Historians to coordinate and unify the work of these officials and shall have such other duties as the Department Executive Committee shall prescribe.

Section ~~12~~ **13**. DEPARTMENT CHAPLAIN

The duties of the Chaplain shall perform such divine and non-sectarian services, as may be necessary at the Department Convention, the Department Executive Committee meeting, and other ceremonies as requested by the Commander.

Section ~~13~~ **14**. DEPARTMENT SERGEANT-AT-ARMS

The Sergeant-at-Arms shall have charge of the ceremony of advancing and retiring the colors at the official Department meetings, and shall be in charge of the ushering, seating and keeping order during all official Department meetings. The Sergeant-at-Arms shall be empowered to appoint such assistants as may be necessary to carry out the duties of the office.

Section ~~14~~ **15**. SERVICE OFFICER

The Department Service Officer shall be responsible for supervising the operation and staff of the Department Service Officer Division and to perform such additional duties as are assigned.

Section ~~15~~ **16**. PARLIAMENTARIAN

The Department Parliamentarian shall act as advisor to the Department Commander, Department Executive Committee, and members of the Department on matters regarding parliamentary procedures and shall perform such additional duties as are usually incident to the office.

Section ~~16~~ **17**. DEPARTMENT JUNIOR PAST COMMANDER

The Junior Past Commander shall act as liaison for the Commander to the Department Commissions and Committees. The Junior Past Commander and Past Commanders are authorized to wear their white garrison cap at funeral services and memorial services of past Department Commanders or present Department officers.

## ARTICLE V – POSTS

Section 1. The local unit shall be referred to as the “Post”.

Section 2. New Posts desiring a temporary or permanent charter shall make application to the Department using Department and/or National guidelines.

Section 2. ~~Temporary Post Charters~~ *New Posts desiring a temporary or permanent charter shall make application to the Department using Department and/or National guidelines.*

(a.) ~~A new (potential) Post must have a minimum of fifteen (15) members at the time of signing the application for temporary Post charter – ten (10) of whom must not be members of The American Legion and five (5) of whom may be new members or members of another Post. Upon the issuance of the temporary charter all members of another Post are automatically transferred to the new Post, subject to any other regulations or rules concerning transfer of members.~~

(b.) ~~A group desiring a Post charter shall apply to the Department, intent of such application must be made known to the District in which the Post will be located. A temporary charter will be issued to a Post before a permanent charter is issued. During the time that the temporary charter is in effect and prior to issuance of a permanent charter, the Department Executive Committee may revoke the temporary Charter and upon such revocation of the temporary charter, no permanent charter shall be issued to such Post.~~

(c.) ~~Each Post shall adopt bylaws and submit the same to the Department, within ninety (90) days of receiving a temporary charter. Failure to do so shall automatically negate the application of the temporary charter. No such bylaws shall be inconsistent with the National Constitution and Bylaws of The American Legion or the Bylaws of Department.~~

Section 3. No Post shall be named after any living person. The Department Executive Committee is hereby empowered to refuse a charter to any Post having a name, in the opinion of said Committee, to be derogatory to the best interests of The American Legion.

Section 4. Each Post should meet at least once each month during no less than ten (10) months of each year, and a quorum shall be fixed at not less than five (5) members.

Section 5. No special meeting may be held by a Post unless notice is sent to each member at least ten (10) days prior to the time of holding the meeting, giving the time and place of the meeting and the matter to be considered.

Section 6. The Post may provide in its Bylaws a process to declare an office abandoned in the event a Post officer is absent for three (3) consecutive meetings of the Post or of the Executive Committee, without being excused by the Post Commander or Executive Committee.

Section 7. The officers of the local Post shall include the following: Commander, First Vice-Commander, Adjutant, and Finance Officer. The Post should also have a Second Vice-Commander, Third Vice-Commander, Chaplain, Historian, Judge Advocate, Service Officer, and Sergeant-at-Arms and assistants as necessary to perform duties.

Section 8. The Post Commander and Vice-Commanders shall be elected officers and may

not hold any other offices in the Post. The other officers may be elected by the membership or appointed by the Post Commander and ratified in accordance with the Post Bylaws. Any other officer may hold two (2) or more appointed offices.

Section 9. The Post Finance Officer and any officers and/or positions charged by the Post Bylaws with the responsibility of handling Post funds should be bonded under a blanket bond.

Section 10. Post elections shall be held annually, at a regular meeting. Elective and appointed officers shall serve for one year and should be installed by a ritual team or a Past Commander, in accordance with the National Manual of Ceremonies, prior September 1<sup>st</sup> following the annual Post elections.

Section 11. Appointed officer terms shall not exceed one (1) year in office and elected Executive Committee member terms shall not exceed three (3) years.

Section 12. Nomination for Post elected offices shall be made at two (2) regular meetings in separate months, notice for of which shall be given at the previous regular meeting. The Post may require written notice of the nominations meeting be sent to each member at least ten (10) days prior to nominations.

Section 13. *a.) All When holding elections, for opposed positions shall be by secret ballot and a majority of all votes cast shall be required for the election of Commander and Vice-Commanders. The other elected officers, if any, may be elected by a plurality vote as the Post may determine. Whenever secret ballots are used, they shall be retained for thirty (30) days by the Post Adjutant.*

*b.) When not using a secret ballot and only one person is nominated for a position, the Post Commander shall have the right to declare that person to be elected by acclamation.*

Section 14. Each Post in its Bylaws shall provide for the filling of any vacancy in any elected office.

Section 46 ~~15~~. Each Post shall pay annually to the Department such per capita tax levied by Department Convention, plus the per capita tax levied by the National Organization. Posts will pay such per capita tax in full within thirty (30) days of receipt of payment of annual dues received from a Post member.

Section 47 ~~16~~. Each Post shall maintain financial records using standard accounting practices. ; ~~such records to be examined by a reputable bookkeeper, certified public accountant, or a Committee of three (3) competent persons, none of whom shall be the Commander, Adjutant, Finance Officer or other person charged with the responsibility of handling Post funds.~~

~~Section 18. The Post Financial Audit shall be submitted to the Department Adjutant. Posts with gross annual revenues fifty thousand dollars (\$50,000) and over, shall have their books examined by a reputable bookkeeper or certified public accountant and attach a copy of their report to the Post Financial Audit Certification. Such audit shall occur by October 1<sup>st</sup> and examine the immediately preceding fiscal year of the Post. The Post fiscal year shall be determined by the Post. Each Post shall submit the certification to the Department Adjutant prior to November 15<sup>th</sup> with copy sent by the Department to the respective District Commander and District Adjutant. Failing to submit the certification by deadline shall cause a Post to be placed on probation until submission has been verified by the Department Adjutant.~~ MOVED TO ARTICLE V, SECTION 22 a.

Section **19 17**. The Department Commander, Department Executive Committee, District Commander, Post Commander, or the Post Executive Committee, may require a Post financial audit as deemed advisable. Any Post failing to submit a Post Financial Audit Certification within required timeline, or any general or special extension thereof, shall be placed on probation until submission has been verified by the Department Adjutant.

Section **20 18**. The Department Constitution and Bylaws Commission shall make available approved Sample Bylaws for Posts, to be adopted, or modified and adopted by Posts. No modifications or subsequent amendments shall be inconsistent with the National Constitution and Bylaws of The American Legion or the Constitution and Bylaws of the Department.

Section **21 20**. Proposed Bylaws or Amendments thereof must be submitted in writing at a regular meeting of the Post and read there at. At the next regular meeting or, if postponed, at a subsequent regular meeting, the proposed Amendment may be adopted by a two-thirds (2/3) affirmative vote of those present and voting. The Post may also require no amendment be adopted unless notice be transmitted directly to each member stating the time and place of the meeting. Time for the giving of such notice shall be determined by the Post, but in no event shall such time be less than ten (10) days.

Section **22 21**. a.). Posts shall update and/or adopt Bylaws for the government of the business of the Post every seven (7) years or less. Such Bylaws shall be reviewed by the Department Constitution and Bylaws Commission that they are not inconsistent with the National Constitution and/or Bylaws of The American Legion or the Constitution and/or Bylaws of the Department of California.

b.) Each Post within ninety (90) days following the National Convention shall amend their Bylaws to conform to all revisions required by the National Constitution and Bylaws of The American Legion or the Constitution and/or Bylaws of The American Legion

*c.) National and/or Department of California mandated bylaw changes do not need to be approved by Post membership as they will be required changes.*

Section **23 22**. a.) The Post Financial Audit shall be submitted to the Department Adjutant. Posts with gross annual revenues fifty thousand dollars (\$50,000) and over, shall have their books examined by a reputable bookkeeper or certified public accountant and attach a copy of their report to the Post Financial Audit Certification. Such audit shall occur by October 1<sup>st</sup> and examine the immediately preceding fiscal year of the Post. The Post fiscal year shall be determined by the Post. Each Post shall submit the certification to the Department Adjutant prior to November 15<sup>th</sup> with copy sent by the Department to the respective District Commander and District Adjutant. Failing to submit the certification by deadline shall cause a Post to be placed on probation until submission has been verified by the Department Adjutant. **MOVED FROM ARTICLE V, SECTION 18**

b.) All Posts shall submit a Post Data Report by April 15<sup>th</sup> of each year. All Posts shall submit a Consolidated Post Report, Certification of Post Officers, Certification of Department Convention Delegates, certification that their approved Bylaws have been reviewed and updated in accordance with ARTICLE V, Section 21 of these Bylaws by the Post and are current with the National Constitution and Bylaws of The American Legion or the Constitution and/or Bylaws of The American Legion - Department of California, and pay all monetary balances owed to Department by June 1<sup>st</sup> of each year. ~~Any Post failing to submit these reports or pay their balances by the~~



~~deadline) shall be placed on probation until submission has been verified by the Department Adjutant.~~

~~c.) Each Post in the Department shall, by June 1st, elect delegates and alternates to such convention, and shall certify such election to the Department by June 1<sup>st</sup>. Said certification shall be sent to Department Headquarters and be authenticated by the Post Commander or Post Adjutant. However, in case of failure to comply with the above, or in the event of a conflict as to the legality of such elected delegates, the Committee on Convention Credentials shall have the authority to accredit such delegates as can establish their election as delegates and alternates to the convention. No delegate or alternate from any Post shall be accredited in the Department Convention unless all obligations to the Department existing thirty (30) days prior to the Department Convention on June 1<sup>st</sup> shall have been satisfied and the Constitution and Bylaws of the Post for which the delegate or alternate has been elected shall have been approved by the Department Constitution and Bylaws Commission prior to the convening of the convention as required in Article V, Sections 21-22 of these Bylaws.~~ MOVED FROM ARTICLE

IX, Section 4

~~c.) All posts not complying with the provisions of this section shall be placed on probation and not accreditable for the Department Convention until all requirements are met.~~

~~Section 24. All Posts not complying with the provisions of Article V, Section 17 and 23 of the Department Bylaws, shall be placed on probation and not accreditable for the Department Convention.~~ INCORPORATED INTO ARTICLE V, SECTION 23c.

## ARTICLE VI - DISTRICTS

Section 1. The following Districts are hereby created:

- District 1: Del Norte, Humboldt and Mendocino Counties
- District 2: Siskiyou, Trinity and Shasta Counties
- District 3: Modoc, Lassen, Sierra and Plumas Counties
- District 4: Yuba, Sutter, Colusa, Tehama, Butte and Glenn Counties
- District 5: Lake, Sonoma, Marin, Napa and Solano Counties
- District 6: Sacramento and Yolo Counties
- District 7: El Dorado, Nevada and Placer Counties
- District 8: San Francisco County
- District 9: Contra Costa County
- District 10: Alameda County
- District 11: San Joaquin, Calaveras, Amador and Alpine Counties
- District 12: Stanislaus, Merced, Mariposa and Tuolumne Counties, and Madera County North of the Fresno River, except the portion of the City of Madera lying North of the Fresno River
- District 13: Santa Clara County
- District 14: Fresno and King Counties, and Madera County South of the Fresno River, and the portion of the City of Madera lying North of the Fresno River
- District 15: Tulare County and Kern County lying North and West of the Tehachapi Divide
- District 16: Ventura, San Luis Obispo, and Santa Barbara Counties
- District 17: Los Angeles County
- District 18: Los Angeles County
- District 19: Los Angeles County

- District 20: Los Angeles County
- District 21: Riverside County
- District 22: San Diego County
- District 23: Los Angeles County
- District 24: Los Angeles County
- District 25: San Bernardino County
- District 26: San Mateo County
- District 27: Mono and Inyo Counties, and Kern County lying East of the Tehachapi Divide
- District 28: Santa Cruz, San Benito and Monterey Counties
- District 29: Orange County
- District 30: Imperial County

Section 2. In any District for which there are no officers elected for the District as herein above comprised, the Department Commander shall call an election to be presided over by such person as they may designate, at which election each Post in such District shall cast the same number of votes as it held at the previous Department Convention.

Section 3.a.) The District officers shall be: Commander, First Vice-Commander, Second Vice-Commander, Adjutant, Finance Officer, Judge Advocate, Chaplain, Sergeant-at-Arms, and Service Officer. Each District may have a Third Vice-Commander.

b.) The Commander and Vice-Commanders shall be elected. The Finance Officer may be elected or appointed. The District Commander shall appoint the following: Adjutant, Judge Advocate, Chaplain, Sergeant-at-Arms, Service Officer, and other officers as the District Constitution and/or Bylaws may provide. ~~A District Commander may be elected for up to two (2) consecutive one-year terms.~~

*Section 4.a). The District Commander and District Vice-Commanders shall be elected at the Annual District Meeting held within the District for which they are elected, said election to take place at least fourteen (14) days prior to holding of the Annual Department Convention and not more than forty-five (45) days prior to such Annual Department Convention. The District representative on the Department Convention standing Committees shall be also elected at the Annual District Meeting or appointed by the District Commander for those committees not filled at the District meeting.* MOVED FROM ARTICLE IX, SECTION 21

*b). The Post delegates to the Annual District Meeting shall be accredited by the Post Commander and Adjutant to the District Commander and shall be same number as each Post may vote at the Department Convention for that year and shall cast the votes of their respective Posts by roll call vote. The result of each election shall be certified to the Department Adjutant immediately upon the election of the District Commander and the District Vice-Commanders.* MOVED FROM ARTICLE IX, SECTION 21

*c.). The term of office of the District officers shall be for one (1) year each term except for the District Commanders, which may be elected for up to two (2) consecutive one-year terms.*

Section 4. The District Commander is the official representative of the Department Commander and of the Department Vice-Commander in which the District is located and is the executive officer of the District. It is the duty of the District Commander to cooperate with the officers of the Posts and the County Council in the District.

Section 5. District Commanders shall ensure that all the Posts in their District are compliant with the requirements stated in Article V, Sections ~~17 21~~ and ~~23 22~~.

Section 6. District Vice-Commanders shall, in order of their rank, perform the duties of and have the powers of the District Commander when the latter officer is unable to act, or in the event of the removal, resignation, or death of the District Commander. It shall be the duty of each District Vice-Commander to at all times cooperate with the District Commander and assist them in the performance of their duties.

~~Section 7. The District shall be composed of the Commander, First Vice-Commander, Second Vice-Commander, appointed officers, and such delegates as may be selected from each Post, the number to be determined by the respective District for the annual meeting as fixed by Article IX Section 21 of the Department Bylaws.~~ REWRITTEN

~~Section 8. Delegates of the Posts to their respective District shall be elected or appointed as prescribed by the District Bylaws. Posts shall fill vacancies in their delegation representing the Post at the District meeting in the same manner as delegates are selected.~~ REWRITTEN

Section ~~9 7~~. Districts have the right to formulate their own rules of procedure with regard to matters dealing with representation, assessments, or rules concerning voting in such Districts.

Section ~~10 8~~. In addition to the Annual Meeting prescribed in Article IX, Section 21, of the Department Bylaws, the District shall hold such regular or special meetings as may be deemed necessary. No special meeting shall be held unless notice be transmitted to each Post and its delegates at least ten (10) days prior to the time of the holding of the meeting, giving the time and place of the meeting and the matter to be considered. Only the business for which the special meeting was called may be discussed at the meeting.

Section ~~11 9~~. Districts shall update and/or adopt Bylaws for the government of the business of the District every seven (7) years or less. Such Bylaws shall be reviewed by the Department Constitution and Bylaws Commission *to ensure* that they are not inconsistent with the National Constitution and/or Bylaws of The American Legion or the Constitution and/or Bylaws of the Department of California.

Section ~~12 10~~. District Bylaws may provide in the event any District officer is absent for two (2) consecutive meetings of the District without being excused by the District Commander, the office which such District officer occupies may be declared vacant by a majority vote at a regular District meeting of the delegates present and voting after written notice to all the Posts that such vote will be taken and the vacancy so created shall be filled in accordance with the provisions of Article IX, Section 21 of the Department Bylaws.

Section ~~13 11~~. District Bylaws shall provide for the filling of any vacancy in an elected office.

Section ~~14 11~~. Each District shall within one hundred twenty (120) days following the National Convention, certify to the Department that their Bylaws, have been amended to conform to all revisions required by the National Constitution and/or Bylaws of The American Legion or the Constitution and Bylaws of The American Legion - Department of California.  
Mandated Bylaw changes do not need to be approved by Department.

## **ARTICLE VII - AREAS**

There shall be six (6) Areas within the Department of California composed of the Districts as set forth herein:

Area 1 – Comprising Districts 1, 2, 3, 4, 5, 6, and 7

Area 2 – Comprising Districts 8, 9, 10, 13, 26, and 28

Area 3 – Comprising Districts 11, 12, 14, 15, and 27

Area 4 – Comprising Districts 17, 19, and 23

Area 5 – Comprising Districts 21, 22, 25, 29, and 30

Area 6 – Comprising Districts 16, 18, 20, and 24

## **ARTICLE VIII – COUNTY COUNCILS**

Section 1. Upon the request in writing to the Department Commander of at least two-thirds (2/3) of the Posts in the county, representing at least two-thirds (2/3) of the active members in the county, a county council shall be organized. Membership in which shall be mandatory upon all Posts in the county.

Section 2. Within fifteen (15) days after receipt of such written request, the Department Commander or their designated representative shall call a meeting of representatives of all Posts in such county to affect the organization of the County Council. Written notice of the meeting shall be given to all posts thirty (30) days before the day set for the meeting. Representation of each Post at this meeting shall be determined on the same basis as its representation in the last Department Convention.

Section 3. County councils shall have such powers as may be delegated to it by the Posts comprising it.

Section 4. County councils shall have the authority to file charges against any member Post in accordance with the provisions of the Department Administrative Hearing Manual as adopted at a Department Convention and amended by the Department Executive Committee.

Section 5. County councils shall have no powers not specifically herein granted, except such as may be contained in its constitution and/or bylaws, which it is hereby specifically authorized to prepare, approve and submit to the Posts within the county, and which shall become binding and effective upon ratification by two-thirds (2/3) of the posts and membership in such county council.

Section 6. Upon the written request of two-thirds (2/3) of the Posts in the county, representing at least two-thirds (2/3) of the active members in such county, the Department Commander shall dissolve the county council, and all debts, financial obligations, and/or assets of the council remaining, at the time of the dissolution, shall be distributed to each post in the county in proportion to the active membership of each Post.

Section 7. County councils may adopt a constitution and/or bylaws for the government of the business of the county council, but no such constitution and/or bylaws, or any amendments, shall be inconsistent with the National Constitution and/or Bylaws of The American Legion or the Constitution and/or Bylaws of The American Legion, Department of California.

Section 8. In each county council there shall be such delegates as may be selected from each post to represent that post in the county council, the number to be determined by the respective county councils.

Section 9. County Councils shall update and/or adopt bylaws for the government of the business of the County Council every seven (7) years or less. Such Bylaws shall be reviewed by the Department Constitution and Bylaws Commission that they are not inconsistent with the National Constitution and/or Bylaws of The American Legion or the Constitution and/or Bylaws of the Department of California.

## ARTICLE IX - ADMINISTRATION CONVENTION

Section 1. The legislative body of the organization shall be a Department Convention, *except as otherwise provided in the Bylaws*. The time and place of such convention shall be fixed by vote of a preceding convention but may not grant any date beyond seven (7) years. Department Executive Committee shall have authority to change such time and place only when a state of emergency has been declared in accordance with California code. (MOVED TO ARTICLE IX, SECTION 2)

Section 2. a.) The time and place of such convention shall be fixed by *vote of a preceding convention the Department Executive Committee* but may not grant any date beyond seven (7) years. The Department Executive Committee shall have authority to change such time and place for sufficient reason to (facilitate) it (by necessity) appearing. *only when a state of emergency has been declared in accordance with California Code*. (MOVED FROM SECTION 1)

b.) There shall be *no more than* a three (3) year succession of conventions in the host city. *beginning in the year 2020*.

Section 3. The annual convention limited to three (3) consecutive days of which one (1) day shall be a Sunday *and* shall be composed of delegates and alternates for each Post, each Post being entitled to two (2) delegates and two (2) alternates, and one (1) additional delegate and one (1) additional alternate for each fifty (50) members, or major fraction thereof, *active forty-five (45) days prior to the opening date of the Department Convention. The Department Adjutant will calculate delegate strength and disseminate to Posts based on active membership as of the 100% membership target date in May.* The vote of each Post registering at the convention shall be equal to the total number of delegates to which the Post is entitled

Section-8 4. A quorum at a Department Convention shall consist of seventy-five percent (75%) of the Districts partially or fully represented. District quorum at convention shall consist of the represented Posts from within the District. No Post shall be represented at Department Convention by proxy. MOVED FROM ARTICLE IX, SECTION 8.

~~Section 4. Each Post in the Department shall, by June 1st, elect delegates and alternates to such convention, and shall certify such election to the Department by June 1<sup>st</sup>. Said certification shall be sent to Department Headquarters and be authenticated by the Post Commander or Post Adjutant. However, in case of failure to comply with the above, or in the event of a conflict as to the legality of such elected delegates, the Committee on Convention Credentials shall have the authority to accredit such delegates as can establish their election as delegates and alternates to the convention. No delegate or alternate from any Post shall be accredited in the Department Convention unless all obligations to the Department existing thirty (30) days prior to the Department Convention shall have been satisfied and the Constitution and Bylaws of the Post for which the delegate or alternate has been elected shall have been approved by the Department~~

~~Constitution and Bylaws Commission prior to the convening of the convention. MOVED TO ARTICLE V, SECTION 22 c.~~

~~Section 5. Convention registration fees shall be established by the Department Executive Committee for each delegate to which the Post is entitled. The Adjutant shall bill each Post at the time the Post is notified of the number of delegates to which it is entitled. Said sum shall be paid before the opening date of the convention, and no delegate shall be accredited if said sum has not been paid. MOVED TO UCPDC~~

~~Section 6. All past Department Commanders, past Department Adjutants, members of the Department Executive Committee and all incumbent elected Department officers who attend and register as such, shall be delegates to the Department Convention with voice and vote. Convention registration fees for such delegates shall be waived. MOVED TO UCPDC~~

~~Section 7. All chairpersons of the Department Standing Commissions, if not elected as delegates, shall be delegates of the Department Convention, but with no right to vote. DELETED~~

~~Section 8. A quorum at a Department Convention shall consist of seventy-five percent (75%) of the Districts partially or fully represented. District quorum at convention shall consist of the represented Posts from within the District. No Post shall be represented at Department Convention by proxy. MOVED TO SECTION IX, SECTION 4~~

~~Section 9. Standing Committees of each convention shall be the following: Aeronautics and Aerospace; Agriculture, Energy and Natural Resources; Amateur Radio; Americanism; American Legion Baseball; American Legion Riders; Boys State; Children and Youth; Community Service; Constitution and By-Laws; Convention and Meetings; Credentials; Disaster and Emergency Services; Finance; Foreign Relations and National Security; Housing; Internal Affairs, Law and Order; Leadership; Legislative; Membership; Naturalization; Oratorical Contests; Media and Communication; Personnel; Resolutions; Ritual; Scouting; Sons of the American Legion; Training; Valley Forge; Veterans Affairs and Rehabilitation; Veterans Employment; Ways and Means; and such other Committees as the Convention or the Department Executive Committee shall deem fit. MOVED TO UCPDC~~

~~Section 10 The Credentials, and Resolution Committees, shall be appointed by the Department Commander in such number as they deem advisable, from among such delegates as will be present in the city of the convention prior to its convening. MOVED TO UCPDC~~

~~Section 11. Each Committee, except Credentials, and Resolutions shall be composed of one (1) delegate from each District in the Department, the member being chosen by the delegates from such District. In addition, the chairperson and two (2) members designated by them of each corresponding Department Standing Commission shall be ex-officio members of such convention Committees with voice and vote, but not counted to determine a quorum. MOVED TO UCPDC~~

~~Section 12. Convention standing Committees shall organize and function within 48 hours prior to the opening of the Convention. MOVED TO UCPDC~~

~~Section 13. (a.) District approved, or Commission recommended resolutions shall be submitted to Department at least 60 days prior to the opening of the convention. MOVED TO UCPDC~~

(b.) Resolutions shall be retained by the Department Adjutant until called for and received by the chairperson of the respectively assigned standing Commission or Committee and made available to all Posts for review 15 days to the opening of convention. MOVED TO UCPDC

Section 14. At the Department Convention, all resolutions shall be reviewed by the Convention Resolutions Committee and assigned to the appropriate Convention Standing Committee within 48 hours prior to the opening of Convention. The Standing Committee shall review the resolution and make a recommendation for passage on the convention floor. The resolution shall be returned to the Department Adjutant for presentation on the Convention Floor. Resolutions shall be made available to the delegates before being considered on the Convention Floor. MOVED TO UPCDC

Section 15.a.) At each Department Convention a budget shall be prepared by the Convention Finance Committee, said budget after setting forth the allocation for specified items including Department Adjutant's salary, other salary items and the expenses and allowance for the Department Commander, shall also carry an item for contingencies not otherwise provided for, such budget to be presented to the convention for its consideration. The convention shall have the right to modify the budget as so prepared and thereafter adopt said budget as prepared or as so modified. MOVED TO ARTICLE XII, SECTION 1a.

b.) After the adoption of the said budget no funds of the Department in excess of the budget shall be expended without the approval of a two-thirds (2/3) vote of the Department Executive Committee and majority approval of the Department Finance Commission, or a three-fourths (3/4) vote of the Department Executive Committee without the majority approval of the Department Finance Commission. Such action of the Department Executive Committee shall be final.- MOVED TO ARTICLE XII, SECTION ARTICLE XII, Section 1b.

e.) Funds of the Department shall not be expended or disbursed in any fiscal year in excess of the current income of the Department during that fiscal year unless such expenditures are expressly authorized to be made from the reserve funds as provided in Article XVIII hereof. During the first (1<sup>st</sup>) six (6) months of each fiscal year, ordinary Department expenses may be made on the basis of anticipated income. After January 1<sup>st</sup> of each fiscal year the aggregate expenditures of the fiscal year must never exceed the aggregate income actually received during said fiscal year unless the uses of reserve funds are expressly authorized. If it appears to the Department Executive Committee that the aggregate income for the fiscal year will be less than the aggregate expenditures authorized by said budget, the Department Executive Committee will have authority to reallocate the income available for expenditures from budget items in such manner as deemed for the best interests of The American Legion — Department of California. Such reallocation shall be made by a two-thirds (2/3) vote of the Department Executive Committee with the majority approval of the Department Finance Commission, or by a three-quarters (3/4) vote of the Department Executive Committee without the majority approval of the Finance Commission. MOVED TO ARTICLE XII, Section 2a.

*Section 5. The Department Executive Committee shall provide a Uniform Code of Procedures for Department Convention for the orderly organization and operation of Department Conventions with continuing power of revision and said Code shall be applicable at all Department Conventions unless it is amended, suspended, or repealed by a majority vote of the total authorized representation at a Department Convention.*

~~Section 16. The fiscal period of the Department shall begin July 1<sup>st</sup> and end June 30<sup>th</sup> of the following year. At the close of each fiscal period the books and records of the Department must be audited and a copy of said audit forthwith delivered to each member of the Department Executive Committee. The Department Executive Committee or the Department Commander may order an audit of the books and records of the Department at such other times during any fiscal periods as deemed necessary or advisable.~~ MOVED TO ARTICLE XII, Section 2b.

~~Section 17. There may be a Department Advisory Council composed of the Department Commander, the Department Junior Past Commander, the Department Vice Commanders and the National Executive Committee Member, to be assembled at the discretion of the Department Commander. The Department Adjutant shall be the Secretary of this Committee with voice, but no vote.~~ DELETED

~~Section 18. The Department Commander, the Department Vice Commanders, and the Department Sergeant-at-Arms shall be elected at the annual Department Convention and shall hold office until the close of the following Department Convention.~~ MOVED TO ARTICLE IV, SECTION 2

~~Section 19. The election of the six (6) Vice-Commanders representing the six (6) Areas of the Department shall be by vote of the delegates of the Posts of each specific Area, provided further that the Department Vice-Commander shall be a member of a Post of the specific Area they are elected to represent.~~ MOVED TO ARTICLE IV SECTION 3

~~Section 20. The National Executive Committee Member and the Alternate National Executive Committee Member shall be elected at a regular Department Convention for a term of two (2) years.~~ MOVED TO ARTICLE IV, SECTION 4

~~Section 21. The District Commander and District Vice-Commanders shall be elected at the Annual District Meeting held within the District for which they are elected, said election to take place at least fourteen (14) days prior to holding of the Annual Department Convention and not more than forty-five (45) days prior to such Annual Department Convention. The term of office of the District officers shall correspond with that of the elective Department officers elected at the following annual Department Convention. The District representative on the Department Convention standing Committees shall be elected at the Annual District Meeting and any vacancies shall be filled at the first (1<sup>st</sup>) caucus of the District delegates held at the Department Convention. At each such election, each Post shall vote by roll call vote. The same number of votes as each Post may vote at the next following Department Convention. The delegates accredited to the Annual District Meeting shall cast the votes of their respective Posts by roll call vote, such delegates to be certified by the Post Commander and Adjutant to the District Commander. The result of each election shall be certified to the Department Adjutant immediately upon the election of the District Commander and the District Vice-Commanders.~~ MOVED TO ARTICLE VI SECTIONS 4 & 5

~~Section 22. The Department Adjutant shall provide the various District Commanders with a list of any Post on probation or suspension at least sixty (60) days prior to the Department Convention.~~ DELETED

~~Section 23. All elections at Department Convention shall be by roll call, each District reporting the total votes cast for each candidate by the delegates of the Posts within the District.~~ MOVED TO UPCDC



Section 24. A vacancy in an elected office of the Department, whether such vacancy occurs through death, or inability to act as the Department officer, shall be filled by the Department Executive Committee. The Department Commander, or the Department Adjutant in the event of a vacancy in that office, shall summon the Department Executive Committee to elect a successor to fill such vacancy for the balance of said term. In the event in the vacancy of a Department Vice-Commander, a new Vice-Commander shall be elected at the next meeting of the Area they represent. **MOVED TO ARTICLE IV, SECTION 5**

Section 25. In case of death, resignation, removal, or inability to act of the National Executive Committee Member, the Alternate National Executive Committee Member shall automatically become the National Executive Committee Member to serve for the remainder of the unexpired term. The Department Executive Committee or the Annual Department Convention, at the first meeting after such vacancy occurs shall select a successor to the Alternate National Executive Committee Member, for the remainder of the unexpired term. **MOVED TO ARTICLE IV, SECTION 6**

Section 26. In case of death, resignation, removal or inability to serve as the Alternate National Executive Committee Member, the Department Executive Committee or the Department Convention at the first meeting after such vacancy occurs, shall elect a successor to the Alternate National Executive Committee Member to serve for the remainder of the unexpired term. If both positions are vacated, a new National Executive Committee Member and Alternate National Executive Committee Member shall be elected at the next Department Executive Committee meeting. **MOVED TO ARTICLE IV, SECTION 7**

## **ARTICLE X – DEPARTMENT EXECUTIVE COMMITTEE**

Section 1. (a) Between conventions, the executive power shall be vested in a Department Executive Committee to be composed of the Department Commander, Department Vice-Commanders, Department Sergeant-at-Arms, the National Executive Committee Member, District Commanders and Department Junior Past Commander. In the absence of the National Executive Committee Member, the Alternate National Executive Committee Member shall so serve. The Department Adjutant shall be the secretary of this Committee.

(b) Department Commander, Department Junior Past Commander, Department Vice-Commanders, Department Sergeant-at-Arms, the National Committee Member, the District Commanders, and any Past National Commander from California shall have full membership rights. The Department Adjutant, Judge Advocate, Parliamentarian, Service Officer, Chaplain, and Historian shall not have membership rights, but at the discretion of the Commander, appointed officers may have a clarifying voice on matters concerning their office or function. The Alternate National Committee Member and all Department Past Commanders with the exception of the Junior Past Commander shall have full membership rights with the exception of the right to vote.

Section 2. The Department Executive Committee shall pass upon all matters relating to the administration of the organization; to review, pass upon, accept or reject all applications for local Posts within the Department; to review, pass upon, accept or reject all audits or reports of the business or accounts to the Department Adjutant, and may call upon the Department Adjutant for a report of accounts or business transacted.

Section 3. The Department Executive Committee shall meet for business sessions within forty-eight (48) hours after adjournment of each convention, within forty-eight (48) hours prior to the convening of each convention, and in addition, at least once during each half of each fiscal period of the Department, on call by the Department Commander, or any five (5) members of the Committee. All such meetings shall be held at a time and place designated by the Commander except if a meeting be called by five (5) members of the Committee and the Commander refuses or fails for ten (10) days after notice of such call to designate a time and place for such meeting, the said five (5) members of the Committee by unanimous action may designate such time and place. Expenses of the Committee members attending meetings of the Committee shall be limited to transportation and per diem as fixed by the Committee. No expense shall be allowed for attendance at meetings of the Committee held just previous to and immediately after the annual Department Convention.

Section 4. All District First Vice-Commanders will be obligated to attend both the fall and spring meetings of the Department Executive Committee; moreover, the attendees will be reimbursed in accordance with the provisions of Article X, Section 3 of the Department Bylaws.

Section 5. Pursuant to the provision of the Uniform Code of Procedure for the Revocation, Cancellation, or Suspension of Post Charters, as adopted by the Department, and as the same may be amended from time to time, the Department Executive Committee may suspend; cancel or revoke a Post charter. A Post may be placed on probationary status, for a period not to exceed one (1) year, prior to the Department Executive Committee suspending, canceling, or revoking a Post charter to assist the Post in correcting actions or inactions that place the charter in jeopardy. Probationary status is administrative in nature and allows for the continued operation of the Post, with full voting and operating rights, albeit under the scrutiny, supervision and control authority of the Department Executive Committee via the appropriate District Commander, Area Vice-Commander and Department of California Officers. Suspended status allows for the District to direct the operations of the Post until operational control can be re-established and requires Department Executive Committee action for placement and removal of such status.

Section 6. Any Post failing to meet the conditions, obligations, duties or liabilities imposed upon it by the National and/or Department Constitution and/or Bylaws or failing to pay its per capita or other monies due from the Post to the National, Department, or a District to which the Post belongs, or either of them or ceases to function for six (6) months continuously as a Post of The American Legion, or voluntarily ceases to function as a Post shall upon order of the Department Executive Committee cure such default within the time fixed by the Department Executive Committee in its order and upon failure of the Post so to do, the Post shall be ordered to surrender its charter for suspension or cancellation by the Department Executive Committee. Upon failure to surrender the charter proceedings shall be immediately instituted for the revocation, of such charter as the particular facts may warrant.

Section 7. Upon revocation, cancellation, or suspension of the charter of the Post, such Post will immediately cease operations and upon suspension, revocation or cancellation shall turn over its charter to the Department Commander and the Department is authorized through the Commander, or such other person as may be designated by the Commander, to take possession, custody and control of all records, property and assets of such Post provided, however nothing herein contained is or shall be construed as obligating or requiring the Department to take over, assume, or become liable for any financial responsibility or obligation as to such property.

Section 8. The Department shall make provision for the transfer of the members from any Post whose charter is canceled or revoked to other Posts of their choice, subject to the consent and approval of the Post to which said member or members may be transferred.

Section 9. At any Department Executive Committee Meeting, upon the affirmative vote of at least two-thirds (2/3) of those Members of the Committee present and voting, any members of The American Legion, in good standing, shall be given the privilege on the floor, so long as said member speaks on the subject before the Committee.

## **ARTICLE XI – COMMISSIONS AND COMMITTEES**

Section 1. Subject to ratification by the Department Executive Committee, the Department Commander shall appoint the members of the Commissions of the Department. The Department Commander shall designate the Chairman and Vice-Chairman of each Commission or Committee, who shall serve at the pleasure of the Department Commander.

Section 2. Commissions shall be numerically composed that an equal number shall be selected from each Area. Commissioners shall serve a term of three (3) years, or until a successor is appointed.

Section 3. The Department Commander and the Department Adjutant shall be ex-officio members of all Commissions and Committees with voice and vote, but not counted to determine a quorum.

Section 4. No person shall serve on the same Department Commission for all or any part of more than three (3) consecutive terms; provided that any full term, which is less than a three (3) year term because of convention action in creating; abolishing or reorganizing any Commission, shall be excluded from said three (3) consecutive terms. The Department Commander may remove any member of any Commission who fails to perform the required duties. The Department Commander may fill a vacancy caused by such action in the said manner as an original selection.

Section 5. With the exception of the American Legion Riders Commission and the Finance Commission, an advisory board for each Commission is hereby created. Each District Commander shall nominate a member from the District to serve on each advisory board, the person so selected being the District Chairperson of that particular activity in the District, for one (1) year or until a successor is appointed.

Section 6 (a.) The following Commissions are the permanent Commissions of the Department of California, composed of twelve (12) and six (6) members. Each Commission shall develop and maintain a description of the purpose and function of its Commission which is approved by the Department Executive Committee. Commissions will oversee the specific Areas of operation and specific programs of The American Legion directly linked to their Commission and as directed by Convention, the Department Executive Committee and/or the Department Commander. Commission Chairs shall report their progress at the Department Executive Committee and at the Department Convention.

(c.) American Legion Baseball is a permanent Commission of the Department of California, and is composed of twelve (12) members, two from each Area.

(d.) AMERICAN LEGION BASEBALL: To foster the program of The American Legion as regard to baseball; it shall prepare an annual budget of all its operations and shall include all funds received and

expended to be presented to the Finance Commission which will be presented with the department budget to the convention.

(e.) The following are permanent Commissions of the Department of California, composed of six (6) members, and are composed of one (1) member from each Area:

**AEROSPACE:** To promote civilian air activities in the Department, including the building of model airplanes, and if deemed advisable competition among persons so engaged. (Aviation in the military field shall be handled by National Security.) To promote Aerospace research and to keep The American Legion advised of all activity in the field of Aerospace.

**AGRICULTURE, ENERGY AND NATURAL RESOURCES:** To promote the development, supply, quality and environmental conservation, applicable to food, agricultural resources, and energy, through study of conditions and problems, and by working in counsel with State agencies and leaders in their respective fields; to implement an active forestry and youth environmental orientation program, to monitor the energy policies applicable to the state, to promote energy conservation and circulate energy policies as a program of The American Legion, Department of California.

**AMATEUR RADIO:** To assist in the development of amateur radio, and, to that end, to establish an amateur radio chain among volunteer radio enthusiasts.

**AMERICANISM:** To develop and maintain a spirit of 100% Americanism among legionnaires and residents of the State of California. To put into effect the Americanism programs of The American Legion; to coordinate any overlapping of plans dealing with Americanism; and to develop an overall policy of Americanism. To act as liaison between all youth and adult organizations and to assist in sponsoring activities of Americanism throughout the State of California; and to coordinate the programs of the Posts and Districts of The Department of California with all public, private and parochial schools and any other organization pursuing the ideals of Americanism.

**AMERICAN LEGION RIDERS:** To support and promote The American Legion Riders as a program of The American Legion Department of California; to ensure the program operates within the guidelines set by the department and act as a liaison between the department and the program.

**BOYS AND GIRLS STATE:** To operate Boys and Girls State for the development of good citizenship in the communities. The Boys and Girls State Commission shall prepare an annual budget of all its operations and shall include all funds received and expended to be presented to the Finance Commission which in turn will be presented with the department budget to the convention.

**CHILDREN AND YOUTH:** To carry on the Child Welfare Program of THE AMERICAN LEGION and to promote the program of the education of war orphans.

**COMMUNITY SERVICE:** To structure, produce, and carry on the Community Service Commission betterment program for The American Legion local community in which a Post is situated and represents; to identify, promote, support and encourage those programs, activities and events not undertaken by Posts throughout the department, not covered by other commissions and Committees. To carry on the Community Betterment Program of The American Legion.

**CONSTITUTION AND **BYLAWS**:** To recommend to the Department **changes necessary** or advisable for the better operation of the Department and such other duties as are delegated to it by the Bylaws of the

Department. The Department Judge Advocate shall serve as an ex-officio member of the Constitution and Bylaws Committee.

**DISASTER AND EMERGENCY SERVICES:** To organize the membership of the department into a cohesive unit and to facilitate and improve cooperation with all law enforcement agencies concerning disaster relief.

**FINANCE:** To perform such duties as are delegated to it by the department bylaws; generally care for the finances of the Department Convention, and report to the Department Executive Committee concerning the finances of the Department. The Finance Commission shall prepare a proposed budget for each commission and committee before each Department Convention and shall submit the same to the Convention Finance Committee, using the annual report of the Personnel Committee to establish salaries and benefits for all department employees. Said annual report of the Personnel Committee is advisory only and not in any way binding on the Finance Committee.

**FOREIGN RELATIONS AND NATIONAL SECURITY:** To promote the program of The American Legion in regard to foreign relations and national defense in all its phases.

**HOUSING:** To assist veterans of this State in their present and future housing problems.

**INTERNAL AFFAIRS:** To establish, oversee, modify and coordinate efficient and ethical internal operations of the Department of California and other such activities as are usually incident to the Commission and as directed by the Department Executive Committee.

**LAW AND ORDER:** To foster, within the scope of American Legion principles and policies, an affirmative program of respect for and support of law and order in general and law enforcement agencies in the legitimate function and performance of their offices and duties, and further, that a sub-committee be appointed to formulate American Legion policies concerning the use of narcotics and dangerous drugs.

**LEADERSHIP:** To encourage members to utilize their innate potentials, and develop within those potentials, the enthusiasm to function for the best interest of The American Legion, at all levels.

**LEGISLATIVE:** To consider legislative matters, make recommendations to the Department Convention and the Department Executive Committee, and generally supervise the legislative program of the department during the session of the State Legislature.

**MEDIA & COMMUNICATIONS:** The editor of The California Legionnaire, appointed each year by the incoming Department Commander, shall serve on this Commission as the Commissioner from said editor's Area of the Department of California. The mission of the Media & Communications Commission shall be to make recommendations on the content of internal and external communications, for the purpose of disseminating information and promoting a positive image of the Department of California. This commission will also develop press release templates, lists of media outlets, and other tools needed by Posts, Districts, and the department, for disseminating information to the media.

**NATURALIZATION:** To promote naturalization among unnaturalized residents of the State of California; to urge the broadening of the program now established in schools for the education of unnaturalized residents so that they can pass the required tests for naturalization, including the teaching to unnaturalized persons of the history and background of the United States of America, and through the Posts and Districts to cooperate with the officials of the Naturalization Department of the United States and the courts when classes of persons are naturalized.

**ORATORICAL CONTESTS:** To promote Department Oratorical Contests at Post, District, and department levels and to conduct the department finals of such contests.

**RITUAL:** To promote and teach the use of ritual in all American Legion meetings as described in the official National Publications, e.g., Officer's Guide, to foster teams at all levels of The American Legion for initiatory and installation at meetings, and to lend military pageantry to American Legion functions, particularly at patriotic holiday ceremonies and parades, and at department and national conventions and to supervise contests of uniform bodies.

**SCOUTING:** To foster and promote the scouting program throughout the State among the Posts of The American Legion of this department, including such activities as the Boy Scouts, Sea Scouts, Explorer Scouts, Air Scouts, Cub Packs and Girl Scouts.

**SONS OF THE AMERICAN LEGION:** To promote the program of The American Legion with the sons of the legionnaires and act as a liaison between the department and the program.

**VETERANS AFFAIRS AND REHABILITATION:** The rehabilitation program of the department shall be carried on under the supervision of the Veterans Affairs and Rehabilitation Commission throughout the entire department. There shall be a Department Service Officer who shall be responsible for supervision of the Department's Service Program. They shall act in advisory capacity to the Commission and shall coordinate the work of the staff in such other cities as may be designated by the Commission. The Department Service Officer or designated members of staff shall be official contacts and representatives of The American Legion, Department of California with the Veterans' Administration at Regional offices and Veterans Administration Hospitals. The duties of the Service Officer and staff shall be generally that of prosecuting claims and protecting the rights and privileges of all veterans, their dependents and survivors and to handle such other matters as may properly be considered service work. The Service Officer and staff shall cooperate with County Service Officers, the Los Angeles County Service Department and the State of California Department of Veterans Affairs. It shall be the policy of the Commission to encourage Posts and Districts to select qualified and able members to serve as Post and District Service Officers and to provide assistance to help them carry out their duties.

**VETERANS EMPLOYMENT:** To promote the program(s) of employment of veterans and to implement and to ensure that veterans receive due consideration when applying for jobs for which they have earned preferential consideration through their honorable service to God and Country.

**WAYS AND MEANS COMMISSION:** The duties of this commission shall be the development of plans, ideas, and promotions to secure additional funds by and for the Department in support of their Programs and Veterans. All plans, ideas and promotions of said commission must be presented to the Department Commander and the Department Executive Committee for approval.

Section 7. The Department Commander is empowered to appoint all special Committees that may be ordered by the Department Convention, Department Executive Committee, National Convention, National Executive Committee, or such other Committees that they consider necessary, and to appoint the Chairperson and Vice Chairperson.

Section 8. The Department Commander may appoint Technical Advisors to such Commissions as they deem necessary for the efficient functioning of said Commissions. Technical Advisors should be subject matter experts in the Commissions' area of responsibility as set forth under Article XI, Section 7. Technical Advisors may attend commission meetings and take part in debate.

Section 9. MEMBERSHIP COMMITTEE

The Department Commander at the organizational meeting of the Department Executive Committee immediately following the adjournment of the Annual Department Convention shall appoint a Membership Committee composed of nine (9) members, one (1) representative from each Area of the Department, one (1) North Chairperson, one (1) South Chairperson, and one (1) representative from the Department being designated as having the title of Department Director of Membership and be authorized to wear a Department level (white) American Legion cap. The duties of such Committee shall be to foster and promote membership in The American Legion - Department of California. An advisory board for such Committee shall consist of the six (6) Department Vice-Commanders and the District First Vice-Commander of each District of the Department.

#### Section 10. CONVENTION COMMITTEE

The Department Commander at the organizational meeting of the Department Executive Committee immediately following the adjournment of the Annual Department Convention shall appoint a Convention Committee to provide guidance and insight regarding the selection of Department Convention locations and the details and activities surrounding the event. The Committee shall consist of five (5) voting American Legion members along with five (5) advising members. The advising members shall consist of two (2) American Legion Auxiliary Department members, two (2) Sons of the American Legion Detachment members, and one (1) American Legion Rider Department member.

#### Section 11. PERSONNEL COMMITTEE

The Department Commander shall appoint a five (5) member Committee which shall have the duties of studying job classifications, salary schedules, employee benefits and all policy matters involving paid personnel of the Department. The Committee shall meet at least once each year and shall present to the Department Commander and the Finance Commission a report of its recommendations. The Department Adjutant, Judge Advocate and the Department Service Officer shall be ex-officio members of the Committee with voice but no vote.

#### Section 12. TRAINING COMMITTEE

The Department Commander at the organizational meeting of the Department Executive Committee immediately following the adjournment of the Annual Department Convention shall appoint a seven (7) member Committee which shall have the duty of promoting, developing, and delivering effective training opportunities for all levels of the Department in order to best engage our members with the purpose and programs of The American Legion and increase the overall functionality of the organization.

#### Section 13. RESOLUTIONS COMMITTEE

The Department Commander at the fall Department Executive Committee shall appoint a Resolution Committee consisting of one member from each Area which shall have the duty of reviewing resolutions submitted to the Department for the purpose of reviewing that they meet the necessary criteria outlined in the National and Department Resolutions Guide. The Committee may also make recommendations to assign resolutions to a commission or committee for further review and recommendations for improvement to the original author of the resolutions prior to consideration at the next Department of California Convention or Department Executive Committee.

## Section 14. DEPARTMENT GAMING COMMITTEE

Each year the Department Commander shall appoint a five (5) member Department Gaming Committee for the purpose of researching and studying the effects of gaming within the organization for social interaction amongst its interested members and the veteran community at large in regard to veterans' mental health, and potential for membership and business enhancement in the support of American Legion Programs

## Section 15. WOMEN VETERAN COMMITTEE

Each year the Department Commander shall appoint a five (5) member Committee for the purpose of effectively advocating for the needs of Women Veterans and shall be empowered to encourage local, state and Federal representatives to seek equitable and prompt resolutions to the short comings of VA Service to women within the VA Medical System.

## Section 16. VETERANS MENTAL HEALTH COMMITTEE

Each year the Department Commander shall appoint a seven (7) member Committee for the purpose of effectively advocating for the need which shall have the duties of actively addressing the Veteran Mental Health issues in California and work with outside organizations to help put a stop to veteran suicide and to give training where needed to help every Post in the Department of California in addressing these issues.

## **ARTICLE XII – FINANCES**

Section 1 a.) At each Department Convention a budget shall be prepared by the Convention Finance Committee, said budget after setting forth the allocation for specified items including Department Adjutant's salary, other salary items and the expenses and allowance for the Department Commander, shall also carry an item for contingencies not otherwise provided for, such budget to be presented to the convention for its consideration. The convention shall have the right to modify the budget as so prepared and thereafter adopt said budget as prepared or as so modified. MOVED FROM ARTICLE IX, SECTION 15.a.)

b.) After the adoption of the said budget no funds of the Department in excess of the budget shall be expended without the approval of a two-thirds (2/3) vote of the Department Executive Committee and majority approval of the Department Finance Commission, or a three-fourths (3/4) vote of the Department Executive Committee without the majority approval of the Department Finance Commission. Such action of the Department Executive Committee shall be final. MOVED FROM ARTICLE IX, SECTION 15.b.)

Section 2.a.) Funds of the Department shall not be expended or disbursed in any fiscal year in excess of the current income of the Department during that fiscal year unless such expenditures are expressly authorized to be made from the reserve funds as provided in Article XVIII, **Section 2** hereof. During the first (1<sup>st</sup>) six (6) months of each fiscal year, ordinary Department expenses may be made on the basis of anticipated income. After January 1<sup>st</sup> of each fiscal year the aggregate expenditures of the fiscal year must never exceed the aggregate income actually received during said fiscal year unless the uses of reserve funds are expressly authorized. If it appears to the Department Executive Committee that the aggregate income for the fiscal year will be less than the aggregate expenditures authorized by said budget, the Department Executive Committee will have authority to reallocate the income available for expenditures from budget items in such



manner as deemed for the best interests of The American Legion – Department of California. Such reallocation shall be made by a two-thirds (2/3) vote of the Department Executive Committee with the majority approval of the Department Finance Commission, or by a three-quarters (3/4) vote of the Department Executive Committee without the majority approval of the Finance Commission. MOVED FROM ARTICLE IX, SECTION 15.c.).

b.) The fiscal period of the Department shall begin July 1<sup>st</sup> and end June 30<sup>th</sup> of the following year. At the close of each fiscal period the books and records of the Department must be audited and a copy of said audit forthwith delivered to each member of the Department Executive Committee. The Department Executive Committee or the Department Commander may order an audit of the books and records of the Department at such other times during any fiscal periods as deemed necessary or advisable. MOVED FROM ARTICLE IX, SECTION 16.

c.) All funds of the Department shall be deposited in insured bank accounts in the name of The American Legion - Department of California, and shall be withdrawn only on the joint signature of any two (2) of the following three (3) persons, namely: the Department Commander, the Department Adjutant, the Chairperson of the Department Finance Commission, or a member of said Commission in lieu of the Chairperson, to be designated by the Chairperson of said Commission for said purpose with the approval of the Department Commander. MOVED FROM ARTICLE XVII, Section 1.

d.) Said three (3) persons shall sign all signature cards for each account in which funds of the Department are deposited and said bank shall be instructed that the signature of any two (2) of said three (3) persons are required to withdraw funds provided; however, that only one (1) may be a Department employee. MOVED FROM ARTICLE XVII, Section 2.

e.) Said persons shall expend or disburse the monies authorized to be expended or disbursed by the Department Convention or the Department Executive Committee, within the limits and subject to the restriction provided in Article X, Section 45 5. Said person shall cause a record of all such expenditures and disbursements to be kept showing the amount thereof and the purposes for which made and shall execute vouchers for the same and furnish copies thereof to be maintained by the Department Adjutant. MOVED FROM ARTICLE XVII, Section 3.

f.) No Commission or Committee, or member thereof, may incur any bill in excess of or beyond the budget approved by the Department Convention or the Department Executive Committee, and shall not approve the expenditure of any funds in the name of The American Legion without prior approval of the convention or the Department Executive Committee. MOVED FROM ARTICLE XVII, Section 4.

g.) Before assuming their duties as such disbursing officers, the Department Adjutant shall maintain the surety bond set forth in Article IV, Section 4, Subsection (h) for the signatory agents outlined in Article XII Section 1, above. MOVED FROM ARTICLE XVII, Section 5.

### Section 3. RESERVE FUND

a.) A reserve fund, representing at minimum, twenty percent (20%) of the operating expenses of the previous fiscal year shall be maintained by the Department. MOVED FROM ARTICLE XVIII, Section 1.

b.) The assets of the fund shall be invested and reinvested in bonds of any government agency, savings deposits, or savings certificates of deposit that are properly insured. The investments shall be made by the Department Commander and Department Adjutant upon the approval by majority vote of the Department Finance Commission. **MOVED FROM ARTICLE XVIII, Section 2.**

c.) The investments accruing to the fund shall be credited to the fund. **MOVED FROM ARTICLE XVIII, Section 3.**

d.) None of the fund shall be expended, loaned, or otherwise used except on direction of a Department Convention or by a two-thirds (2/3) vote of the Department Executive Committee, at a regular or special meeting assembled, with the approval of a majority of Department Finance Commission. The Department Executive Committee may, by a three-fourths (3/4) vote, approve such expenditure or use where majority approval of the Department Finance Commission is absent and the decision of the Department Executive Committee, so voted, shall be final. **MOVED FROM ARTICLE XVIII, Section 4.**

e.) The reserve fund shall not exceed fifteen dollars (\$15.00) per capita in any one (1) year based upon the membership of the Department at the preceding Department Convention. Any sum in the fund in excess of such requirements shall be transferred to the general fund of the Department in accordance with the process outlined in Article IX, Section 15, Subsection (c.). **MOVED FROM ARTICLE XVIII, Section 5.**

## **ARTICLE ~~XIV~~ XIII - APPOINTMENT AND ELECTION OF DELEGATES TO THE NATIONAL CONVENTION**

Section 1. The delegates and alternates to the National Convention shall consist of such number as is prescribed by Article V, Section 3 of the Constitution of The American Legion **and** be elected from the membership of the Department in the following manner:

Section 2. (a.) The Department Convention shall elect from the membership of the Department at the same time and in the same manner provided for the election of Department officers, five (5) delegates-at large and as many more delegates-at-large and alternate delegates at large to which the Department shall be entitled.

(b.) All other delegates and alternate delegates to which the Department shall be entitled shall be elected from the Districts, by the duly elected delegates from such Districts. Such election shall take place at the Annual District Meeting, and any vacancies shall be filled at a District Caucus at the Department Convention. Each District shall elect one (1) delegate and one (1) alternate delegate for each one thousand (1,000) paid-up memberships and extra delegates and alternate delegates shall be apportioned to the Districts having the greater portion of one thousand (1,000) members provided that each District shall have at least one (1) delegate and one (1) alternate.

(c.) Alternate delegates elected from each District shall be designated to serve in the place of absent delegates, elected from the District, until the entire list of all said alternates then present from said District is exhausted.

(d.) To the extent any District fails, by 10 am of the first day of a Department Convention, to elect all the national delegates and alternate delegates to which it is entitled under Article IX, Section 1, Subsection (c) above, such unelected delegates and alternate delegates shall be

elected by such Department Convention, and to the extent not so elected by such Department Convention, such remaining unelected delegates and alternate delegates may be appointed by the Department Commander.

Section 3. Each District, when certifying their list of alternate delegates, elected from said District, may also certify in order of their election and the alternates present shall then be designated in that order.

Section 4. Except as above provided, alternate delegates shall be designated to serve in the place of absent delegates by the chair of the delegation, in accordance with the rules of the National Convention.

Section 5. The reasonable and necessary expenses of the Department Commander, the Department Junior Past Commander, and the Department Adjutant to and from the National Convention shall be paid by the Department. The Department Adjutant shall act as the secretary of the delegation but shall not be a delegate to the National Convention.

Section 6. The registration fee of all delegates from this department to the National Convention will be paid by the department. The amount of such registration fee will be included in the budget approved by the Department Convention.

#### **ARTICLE ~~XIII~~ XIV – INITIATIVE AND RECALL**

Section 1. Whenever ten percent (10%) of the Posts have voted in favor of initiating any Amendment to the Constitution and/or Bylaws or a recall of a Department officer, or referendum, the Department Adjutant shall certify this action to the Department Executive Committee, which shall direct the adjutant to prepare a ballot to be sent to all Posts in the Department. Upon this ballot shall appear the question of whether the Post favors the proposed amendment, the recall of Department officer, or the referendum in question, as the case may be.

Section 2. Upon a two-thirds (2/3) vote of the Department Executive Committee in favor of initiating any Amendment to the Constitution and/or Bylaws the Department Adjutant shall prepare a ballot to be sent to all Posts in the Department. Upon this ballot shall appear the question of whether the Post favors the proposed Amendment.

Section 3. Matters submitted by initiative, referendum or recall shall be decided by a majority vote of the voting strength of the Posts, as determined by the preceding Department Convention: provided that any initiative, or referendum that is an Amendment to the Constitution and/or Bylaws shall require the same vote to pass as like Amendments would require if presented at the Department Convention.

#### **ARTICLE ~~XIV~~ XV - AUXILIARIES**

Section 1. The American Legion Department of California recognizes an auxiliary organization to be known as the "American Legion Auxiliary".

#### **ARTICLE ~~XV~~ XVI – DELINQUENCIES AND SUSPENSIONS**

Section 1. The dates of delinquency and suspension of members shall be those dates and conditions set forth in Article IV, Section 4, of the National Bylaws of The American Legion.

Section 2. The Posts may waive the provisions hereof upon payments of dues for the year in which the reinstatement occurs with reference to former members who have been prevented from payment of dues by reason of active military service.

### **ARTICLE XVI XVII – DISCIPLINE OF MEMBERS**

Section 1. Each Post of The American Legion shall be the judge of its own membership subject to the restrictions of the National Constitution and Bylaws, except that no person who is a member of any organization which has for its aim the overthrow of the United States Government by force or violence, or who subscribes to the principles of any group opposed to our form of government, shall be eligible to become or remain a member of The American Legion.

Section 2. Members of The American Legion who are members of Posts of this Department shall be subject to disciplinary action as provided in the Department Administrative Hearing Manual as adopted at a Department Convention and amended by the Department Executive Committee.

Section 3. Any Post that has initiated disciplinary action against an offending member under the Department Administrative Hearing Manual will maintain jurisdiction of that member's disciplinary process until the cause of such action is resolved, and that the member shall not transfer to any other Post during this process.

### **ARTICLE XVII – DISBURSEMENT OF DEPARTMENT FUNDS**

~~Section 1. All funds of the Department shall be deposited in insured bank accounts in the name of The American Legion – Department of California, and shall be withdrawn only on the joint signature of any two (2) of the following three (3) persons, namely: the Department Commander, the Department Adjutant, the Chairperson of the Department Finance Commission, or a member of said Commission in lieu of the Chairperson, to be designated by the Chairperson of said Commission for said purpose with the approval of the Department Commander.~~ MOVED TO ARTICLE XII, Section 2c. (NEW ARTICLE DEALING WITH FINANCES)

~~Section 2. Said three (3) persons shall sign all signature cards for each account in which funds of the Department are deposited and said bank shall be instructed that the signature of any two (2) of said three (3) persons are required to withdraw funds provided; however, that only one (1) may be a Department employee.~~ MOVED TO ARTICLE XII, Section 2d. (NEW ARTICLE DEALING WITH FINANCES)

~~Section 3. Said persons shall expend or disburse the monies authorized to be expended or disbursed by the Department Convention or the Department Executive Committee, within the limits and subject to the restriction provided in Article X, Section 15. Said person shall cause a record of all such expenditures and disbursements to be kept showing the amount thereof and the purposes for which made and shall execute vouchers for the same and furnish copies thereof to be~~

~~maintained by the Department Adjutant. MOVED TO ARTICLE XII, Section 2e. (NEW ARTICLE DEALING WITH FINANCES)~~

~~Section 4. No Commission or Committee, or member thereof, may incur any bill in excess of or beyond the budget approved by the Department Convention or the Department Executive Committee, and shall not approve the expenditure of any funds in the name of The American Legion without prior approval of the convention or the Department Executive Committee. MOVED TO ARTICLE XII, Section 2f. (NEW ARTICLE DEALING WITH FINANCES)~~

~~Section 5. Before assuming their duties as such disbursing officers, the Department Adjutant shall maintain the surety bond set forth in Article IV, Section 4, Subsection (h) for the signatory agents outlined in Article XVII Section 1, above. MOVED TO ARTICLE XII, Section 2g. (NEW ARTICLE DEALING WITH FINANCES)~~

### **ARTICLE XVIII – RESERVE FUND**

~~Section 1. A reserve fund, representing at minimum, twenty percent (20%) of the operating expenses of the previous fiscal year shall be maintained by the Department. MOVED TO FINANCES ARTICLE XII, Section 3a. (NEW ARTICLE DEALING WITH FINANCES)~~

~~Section 2. The assets of the fund shall be invested and reinvested in bonds of any government agency, savings deposits, or savings certificates of deposit that are properly insured. The investments shall be made by the Department Commander and Department Adjutant upon the approval by majority vote of the Department Finance Commission. MOVED TO FINANCES ARTICLE XII, Section 3b. (NEW ARTICLE DEALING WITH FINANCES)~~

~~Section 3. The investments accruing to the fund shall be credited to the fund. MOVED TO FINANCES ARTICLE XII, Section 3c. (NEW ARTICLE DEALING WITH FINANCES)~~

~~Section 4. None of the fund shall be expended, loaned, or otherwise used except on direction of a Department Convention or by a two-thirds (2/3) vote of the Department Executive Committee, at a regular or special meeting assembled, with the approval of a majority of Department Finance Commission. The Department Executive Committee may, by a three-fourths (3/4) vote, approve such expenditure or use where majority approval of the Department Finance Commission is absent and the decision of the Department Executive Committee, so voted, shall be final. MOVED TO FINANCES ARTICLE XII, Section 3d. (NEW ARTICLE DEALING WITH FINANCES)~~

~~Section 5. The reserve fund shall not exceed fifteen dollars (\$15.00) per capita in any one year based upon the membership of the Department at the preceding Department Convention. Any sum in the fund in excess of such requirements shall be transferred to the general fund of the Department in accordance with the process outlined in Article IX, Section 15, Subsection (1) MOVED TO FINANCES ARTICLE XII, Section 3e. (NEW ARTICLE DEALING WITH FINANCES)~~

### **ARTICLE ~~XIX~~ XVIII - ELECTRONIC MEETINGS AND CORRESPONDENCE**

Section 1. Electronic meetings are authorized for all official meetings of the Department, Areas, Districts and Posts including, but not limited to Commission/Committees, using one of the following formats:

- Full-featured Internet, or combination Internet/telephone, meeting services that integrate audio (and optionally video), text, and voting capabilities.
- Telephone meetings, with Internet services for conducting secret votes and sharing documents.
- A speakerphone in the meeting room to allow members who are not physically present to participate by telephone.
- Telephone meetings without Internet support (and without any central meeting room).

Section 2. Electronic correspondence is authorized for all notification of special meetings and official business.

### **ARTICLE ~~XX~~ XIX - PARLIAMENTARIAN AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised will govern The American Legion - Department of California in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, any special rules of order the Department may adopt, and Federal, State and Local regulations.

### **ARTICLE ~~XXI~~ XX - AMENDMENTS**

Section 1. This Constitution and/or Bylaws may be amended by initiative proceedings in Accordance with Article XIII – Initiate and Recall or by submitting the proposed amendment to the Annual Department Convention and securing a two-thirds (2/3) vote, together with a majority vote of the Posts represented in the convention.

Section 2. Any Department Special Committee appointed to study and revise the Department Constitution and/or Bylaws shall make known its recommendations for proposed changes to the Department Adjutant by mail or electronic means by April 1<sup>st</sup> of the year and the Adjutant shall notify each Post of the recommendations by mail or electronic means, with a Postmark date no later than May 1<sup>st</sup>, so Posts have time to study the changes and inform their delegates to Department Convention in regards to the proposed changes. This requirement shall not be construed as to preclude further Constitution and/or Bylaws changes being recommended by any delegate or Commission at any Department Convention.

Section 3. Any provision of this document shall be automatically amended to conform to any Amendment adopted by The American Legion at its National Convention or to the National Constitution and/or Bylaws of The American Legion which said Amendment affects this Department in its internal organization.

Section 4. Hereafter all proposed changes to this document, and its component parts, when printed by the Department shall be shown in a manner such as italics, strike-through, or underline type as to make obvious the proposed changes from the document adopted by previous Department Convention.

Section 5. Adoption of these Department Constitution and Bylaws supersedes all previous Additions and/or Amendments.

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