

# CALL

For the  
**Annual Department of California Convention**

To meet in  
**Sacramento, California**

**June 21-June 24, 2018**

In conformity with Article IV, Section 1 of the Department Constitution, which provides that the annual department convention of the American Legion Auxiliary shall be held annually at the same time and place as The American Legion convention, the Annual Department Convention of the American Legion Auxiliary is hereby called to meet in Sacramento, California, from 21-24 June 2018. The convention business sessions will be in SEQUOIA ROOM.

## PURPOSE

The annual department convention is the legislative body of the American Legion Auxiliary. The convention is called for the purpose of electing officers for the ensuing year, amending the Department Constitution & Bylaws, receiving reports of department officers and committees, and for the transaction of such other business as may be brought before it. Officers for the ensuing year will be elected on June 23, 2018.

## REPRESENTATION

Representation in the department convention shall be by Units in accordance with the provisions of the Department Constitution Article IV, Section 1.

Each Unit shall be entitled to two (2) delegates and two (2) alternates for charter and one (1) additional delegate and one (1) alternate for each seventy-five (75) members or major fraction thereof, paid up in Department Headquarters forty-five (45) days prior to the opening of Department Convention.

The vote of each Unit shall be equal to the total number of delegates to which the Unit is entitled, provided full registration fee has been paid for such delegates at the call of the Department Secretary prior to pre-convention caucus.

Delegates from new Units whose application for charter shall have been signed by the Department President and forwarded to National Headquarters after designated membership closing date, but prior to the pre-convention caucus and/or the Department Convention, and whose bylaws shall have been approved, and all other Department requirements have been met, shall be seated in delegation and Department shall allow increase in District voting strength. (Note: (A) Registration fee of Department Officers, Past Department Presidents, District Presidents, and chairmen of Department committees and all other accorded voice and vote must be paid. (B) Alternates, unless registering and serving in place of regular delegates, shall not be seated with the delegation. (Article IV, Section 2. Department Constitution).

## **DELEGATES IN THEIR OWN RIGHT**

In addition to the above, Department Officers (President, Vice President, Secretary/ Treasurer, Chaplain, Historian, Parliamentarian, Sergeant-at-Arms, Marshal, Musician), District Presidents, Past Department Presidents in Good Standing in Their Respective Units, Chairmen of Department Committees (Americanism, Auxiliary Emergency Fund, Children and Youth, Community Service, Constitution and Bylaws, Convention Commission, Editor, Education, Girls State, Junior Activities, Leadership, Legislative, Membership, Music, National Security, Past Presidents Parley, Poppy, Public Relations, Veterans Affairs and Rehabilitation), Members of the Department Finance Committee, Girls State Director, Junior Conference Director, Hospital Representatives, District Presidents, and those called in by the Department President are the Advisory Committee, Distinguished Guest, Resolutions, Elections, Rules, Credentials, Ways and Means and Personal Pages are delegates in their own right with out vote, to be exercised with their Units. (Article IV, Section 1 Department Constitution)

## **ALTERNATES**

An alternate will have the power to vote only when she is moved up from an Alternate to a Delegate by the District Registration Secretary.

1. Those alternates serving in place of delegates who will not be attending convention will then be registered as delegates upon presentation of credentials and be listed with the voting delegation.
2. All other alternates will receive credentials and shall be *called in* by the Unit Delegation Chairman of the delegation during a temporary absence of a regular delegate, provided the delegate has turned in her badge to the Unit Delegation Chairman or District President for the alternate to wear. When possible, it shall be the duty of each Unit Delegation Chairman and/or District President to see that a full voting delegation is present.
3. A delegate leaving the convention not to return shall relinquish her badge to the District President if an alternate from the same Unit is available to serve. It shall be the duty of the District President to *call in* any available alternate from said Unit and to supply her with the badge of a delegate who has left the convention.

## **DEPARTMENT EXECUTIVE COMMITTEE**

A Pre-Convention Meeting of the 2017-2018 Department Executive Committee is hereby called and will be held at 7:00 – 9:00 a.m. , Thursday, June 21, 2018 in Sequoia Room , as provided by Department Bylaws Article II, Section 1.

A Post-Convention Meeting of the newly elected 2018-2019 Department Executive Committee will be held in Sequoia Room on Sunday, June 24, 2018, immediately following the close of convention. There shall be a Department Secretary and Department Treasurer to be nominated by the Department President and confirmed by the Department Executive Committee at the Post-Convention Department Executive Committee Meeting.

## Convention Committee Meetings

All Convention Committee Meetings will be held on Thursday, June 21, 2018 from 9:00 am - noon in the Crowne Plaza Hotel in following rooms :

### REGISTRATION

Registration will be held in lobby of Crowne Plaza Hotel on:

Wednesday 2:00 – 6:00 pm

Thursday 8:00 am – 2:00 pm and 4:00 – 6:00 PM

Friday from 8:00 am-11:30 am and 2:00-5:00 pm

Saturday 8:00 – 9:00 am.

### CREDENTIALS/REGISTRATION FEES

**Registration Fee** - All Units in good standing shall pay a registration fee not to exceed twenty dollars (\$20.00) per delegate. Fee shall cover full voting strength of the unit prior to the District pre-convention caucus. (Article IX, Section 3. Department Constitution) the fee is due whether or not the delegates and alternates attend convention. Indebtedness - No delegate or delegates from any Unit shall be seated in Department Convention or pre-convention caucus unless all obligations to Department shall have been paid or satisfied. (Article IV, Section 2. Department Constitution) Indebtedness includes all outstanding financial obligations, Fidelity Bond, purchase of Poppies, ten percent (10%) net proceeds from Poppy donations, filing of Poppy Financial Report and delegate/alternate fees.

**Credential Cards**-Each Unit shall transmit to Department Headquarters no earlier than April 1, 2018 nor later than June 16, 2018, the official Certification of Delegates and Alternates Form. Upon receipt of the registration fee of \$20.00 per delegate (including those accorded voice and vote in their own right) with the certification form of delegates and alternates, the Department Secretary/Treasurer will issue credential cards. The Credential cards will be available at the registration desk and will be signed by the Department Secretary only.

**Alternates Serving in Place of Delegates** -- A delegate or alternate cannot be seated on the convention floor unless her name appears on the Certification Form of Delegates and Alternates for the Unit. Regular credentials will be issued ONLY to those properly certified as delegates or alternates.

### CANDIDATES FOR DEPARTMENT OR NATIONAL OFFICE

Candidates for Department or National Office will be nominated and/or elected at this meeting.

### RESOLUTIONS

1. Article IV, Section 4. A copy of amendments pertaining to the Constitution and Bylaws to be in Department Office not later than seventy-five (75) days prior to the opening of the following Department Convention. Triplicate copies required if via regular mail (Due April 9, 2018).
2. Article IV, Section 4A. Resolutions pertaining to finance to be in the Department Office not later than sixty (60) days prior to the opening of the following Department convention (Due April 23, 2018) Article IV, Section 4A.

3. (Article IV, Section 4C). All resolutions other than the above must be in Department Office forty-five (45) days prior to the following Department Convention. (Due May 8, 2018). Exceptions to this maybe made to allow the presenting of emergency resolutions not later than noon of the second day of convention (Article IV, Section 4B. ) Note: Emergency resolutions are those which arise during the convention or after the date established for submitting them .

### **MILEAGE AUTHORIZATION**

Members called to this meeting will be allowed travel expenses as authorized in the Department Bylaws, Article V. Sections 1 & 1A. The Department will calculate the round-trip mileage and checks will be available on Sunday, June 24, 2018

### **FINANCE COMMITTEE**

The Finance Committee will be available to meet with anyone on Wednesday, June 20, 2018. Please contact Chairman Linda Hayes in advance to schedule an appointment for you.

### **DEPARTMENT PAST PRESIDENTS PARLEY LUNCHEON AND BANQUET (Refer to flyers)**

The Past Presidents Parley Luncheon will be held on Friday, June 22, 2018 at the  
CROWNE PLAZA HOTEL .

The President's Banquet and Commander's Ball will be held on Saturday, June 23, 2018 at

THE CROWNE PLAZA HOTEL

### **CHECK-IN WITH DEPARTMENT PRESIDENT AND DEPARTMENT SECRETARY TREASURER**

**All Department Officers, Chairmen and District Presidents shall check-in with the Department President and Department Secretary/Treasurer on Wednesday, June 20, 2018 from 5:00 – 8:00 pm.**

*Loretta Marsh, Department President*