

AMERICAN LEGION AUXILIARY

Department of California



Standing Rules

Amended June 25-28, 2015
Ontario, CA

AMERICAN LEGION AUXILIARY
Department of California
401 Van Ness Avenue, Room ____
San Francisco, CA 94102-4586
(415) 861-5092 FAX (415) 861-8365
calegionaux@calegionaux.org
www.calegionaux.org

**American Legion Auxiliary
Department of California**

Standing Rules

1. It is recommended that the bookkeeping system suggested by National should be used by Units.
2. The retiring chairman of Constitution and Bylaws shall be authorized to renumber, re-letter, and proof read changes in the Department Constitution and Bylaws presented to the committee and approved by the Department Convention prior to the final printing.
3. Routine record of Department Headquarters, other than those of a permanent nature, shall be held in Department Headquarters for a period of three (3) years before being destroyed.
4. All books, canceled checks, and supporting papers of all Department chairmen disbursing funds shall be held in Department Headquarters for a period of five (5) years before being destroyed.
5. All adopted amendments to the Department Constitution and Bylaws shall be in bold type and carry the year of adoption in parentheses following the changed section. (1998)
6. When duplicated copies of proposed amendments to the Constitution and Bylaws are submitted to the Units, the resolutions regarding the changes shall be printed with the proposed changes.
- 7. All subsidiary organizations MUST follow the following rules in keeping with required uniformity under U.S. trademark law. (2015)**
 - A. All officers, directors, trustees, etc. must be named by the department, usually nominated by the subsidiary organization and confirmed by the governing board.**
 - B. All vacancies in the subsidiary organization must be filled by the department in the same manner.**
 - C. The subsidiary must report to the department (the parent organization) no less frequently than monthly. The reporting must include the subsidiary's financial reports. If the subsidiary did not meet in a particular month it must still report to the department in writing that it did not meet, and still must report the month's financial statements.**
 - D. The department treasurer or financial officer must be a signatory on all accounts of the subsidiary.**
 - E. The articles of incorporation, bylaws, and all amendments of a subsidiary organization must be approved by the department. If a subsidiary organization is currently operating and its articles of incorporation or bylaws have not been approved the Department Executive Committee, then the department should take action immediately to ensure that the subsidiary's governing documents are received for the Department Executive Committee's review and approval. Likewise, the Department Executive Committee must approve all officers and directors of the subsidiary, and any members serving on a subsidiary's committee(s).**
- 8. California Girls State Alumni Foundation is a subsidiary organization of the American Legion Auxiliary, Department of California. (2015)**