



Sons of the American Legion Detachment of California Squadron Constitution and By-Laws Transmittal Procedures

Transmitting of District and Squadron Constitution and By-Laws being sent to Detachment for review shall be handled in the following manner:

- 1) Having been read at the required two meetings and approved by the appropriate body, at this time you will proceed.
- 2) Attach a copy of the Detachment C&B Transmittal form to each copy sent for review, send two original, signed and dated (Sign using blue ink) copies of the C&B to the Detachment Adjutant.
- 3) Once received by the Detachment Adjutant, he or she shall attach there signature to the transmittal and forward them to the C&B Committee Chairman for review.
- 4) Once received by the C&B Chairman the documents are reviewed by the Committee, if discrepancies are found, they should Be identified and explained. If possible contact Squadron and review corrections to be made, suggest amended copies to be sent Detachment Adjutant to be forwarded again to the C&B committee.
- 5) Once reviewed the C&B's shall be sent to the Detachment Adjutant, if approved with no exceptions, one copy is to be filed with Detachment and one copy sent back to the appropriate body. If corrections needed both copies should be returned to the District or Squadron for correction and re-submittal.

MAIL OR FAX TO DETACHMENT HEADQUARTERS