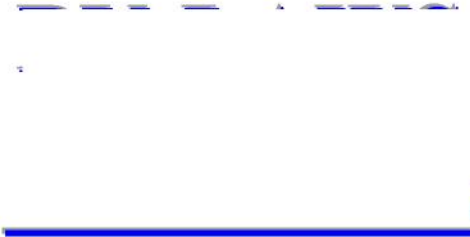


SONS OF THE AMERICAN LEGION DETACHMENT OF CALIFORNIA





**Sons of The American Legion
Bylaws of the ____ District
Detachment of California
(Proposed)**

Article I: NAME

The name of this organization shall be the _____ District, Sons of The American Legion, Detachment of California, hereinafter known as the District.

Article II: OBJECTIVES

The objectives of this District shall be those as set forth in the Preamble to the National Constitution of the Sons of The American Legion.

Article III: AUTHORITY

Section 1: Authority.

The District will have authority to consider and act upon matters coming before it affecting the welfare of the Sons of The American Legion, District ____, Detachment of California. The District shall be a constituent part of and subject to the regulations governing The Sons of The American Legion, Detachment of California.

Section 2: Collection of Funds:

The District shall be authorized to collect funds from each Squadron on behalf of the Detachment of California provided that notification of such obligation to the Detachment is first given to the Squadron.

Section 3: Other Powers.

The District will have other powers as defined by the Detachment Constitution and By-Laws.

Article IV: MEMBERSHIP AND REPRESENTATION.

Section 1: Membership.

Membership in the District shall be composed of all Sons of The American Legion Squadrons geographically located within the boundaries of District ___ as determined by the American Legion Department of California. To qualify, a Squadron must have a minimum of ten (10) members in order to maintain status as an active Sons of The American Legion Squadron and conduct business as such.

Section 2: Squadron Representation.

Squadron representation to the District shall be ten (10) delegates and ten (10) alternates for each Squadron, plus one (1) delegate for every 100 members or major fraction thereof, plus one for Past District Commander, based on the membership report certified for the last Detachment Convention. As such, each Squadron shall be allocated **one vote for each delegate**, to be cast in whole or in part for any action placed before the District.

Section 3: Election of Delegates and Alternates.

Delegates and alternates shall be elected or appointed by the Squadrons they represent in accordance with the Bylaws of the respective Squadron. Delegates and alternates so designated shall hold office until their successors are approved or until the selection of Squadron delegates and alternates to the next Pre-convention Caucus and Detachment Convention.

Section 4: Delegation Voting.

Any certified delegate or alternate may vote the full strength of his Squadron representation, provided he is the only one present to represent his Squadron. Upon the roll call of the Squadrons, the Squadron vote shall be announced by the Delegation Chairman.

Section 5: Notification to District.

It shall be the duty of the Adjutant of each Squadron to furnish the District Adjutant with a true list of all such certified delegates and alternates.

Section 6: Elevation of Alternates.

Alternates shall be elevated to Delegate status to fill vacancies in order of the precedence of their appearance on their respective official delegate list, i.e., Alternate number 1 fills the first Delegate vacancy, Alternate number 2 fills the second Delegate Vacancy, etc.

Section 7: Delegation Vacancies.

When all Alternates have been elevated to Delegate status, Squadrons may fill further vacancies in their own delegation by such conditions as set forth in their Squadron Constitution and Bylaws and shall be entitled to fill any vacancy created by the elevation of a delegate to the office of District Commander.

Article V: MEETINGS.

Section 1: Regular Meetings.

Regular meetings of the District shall be held not less than four (4) nor more than seven (7) times per annum. This includes the annual Preconvention Caucus, to be held on the first Sunday in June of each year. In this regard, each Squadron will include in its Bylaws a provision that all Squadron elections must be held prior to the District Pre-convention Caucus. Except for the aforementioned day of the Pre-convention Caucus, all District meetings shall be held at a time and place designated by the District Commander.

Section 2: Special Meetings.

Special meetings may be called by the Commander or upon written request of one-third of the Squadron Commanders within the District. Notice to the Squadrons of such a special meeting shall be mailed (electronically or postal) at least ten (10) days prior to the meeting and shall specify the time and place, and the business to be conducted. The business specified in the notification will be the only business transacted at the special meeting.

Section 3: Quorum.

A quorum for regular and special District meetings shall exist when the Commander or Vice-Commander and at least two (2) other elected officers are present, and four of the Squadrons within the District are represented by duly certified delegates or alternates.

Article VI: OFFICERS

Section 1: Officers Defined.

The officers of the District shall be Commander, First Vice Commander, Second Vice Commander, Adjutant, Finance Officer, Chaplain, Historian, Judge Advocate, Sergeant-at-Arms, Jr. Past Commander, and three (3) Executive Committeemen.

Section 2: Elected Officers.

The elected officers of this District shall be Commander, First Vice Commander, Second Vice Commander, Sergeant-at-Arms, and the three Executive Committeemen.

Section 3: Appointed Officers.

The appointed officers of this District shall be Adjutant, Finance Officer, Chaplain, Historian and Judge Advocate. The Commander may also appoint such assistants as the Commander deems necessary to conduct the business of the District.

Section 4: Executive Committee.

The District Executive Committee shall consist of all the elected and appointed officers. The District Executive Committee will consider all matters pertaining to the District, and will make recommendations to the District. The District Executive Committee will meet at the time and place designated by the District Commander.

Section 5: Election of Officers.

The District will elect Officers and Executive Committeemen at the District pre- Convention caucus.

Section 6: Committees and Commissions

The Commander shall have authority to establish committees and commissions as necessary to promote programs and obtain objectives set by the Executive Committee. Appointments to these committees and commissions shall be made by the Commander and approved by the Executive Committee.

Article VII: DUTIES OF OFFICERS**Section 1: Commander.**

The Commander will be the Executive Head of the District and preside at all meetings, appoint such officers and committees as are required to carry on the business of the District. The Commander shall be an ex-officio member of all committees.

Section 2: Vice Commanders.

The Vice-Commanders will act as representatives of the District Commander on all matters referred to them by the Commander, and in his absence, will preside at all meetings of the District in order of precedence.

Section 3: Adjutant.

The Adjutant will give notice of all meetings of the District to all Delegates and shall keep minutes of all regular and special meetings of the District. The Adjutant shall conduct correspondence, keep records and perform such other duties as assigned by the District Commander.

Section 4: Finance Officer.

The Finance Officer shall receive, account for, and disperse any and all funds which are paid into the District treasury. He will keep accounts and report thereon at all regular meetings of the District. The Finance Officer shall be an authorized signatory of the District bank account.

Section 5: Executive Committee.

- a. The Executive Committee shall consider all matters pertaining to the District and shall make recommendations to the District which thereafter shall be approved by the District prior to becoming

effective. In addition, the three (3) Executive Committee Representatives shall assist in carrying out the programs of the District.

- b. The Executive Committee shall meet at the call of the District Commander to plan business and recommendations to be presented at District Meetings.
- c. A quorum of the Executive Committee shall be a majority of the full committee.

Section 6: Sergeant-At-Arms.

The Sergeant-At-Arms is an aid to the District Commander and is responsible for the District Colors, their advancement and retirement, and will perform any such other duties as assigned to him by the District Commander.

Section 7: Other Officers.

The responsibilities of all other District Officers shall be similar to those of their counterparts in Detachment and such other duties as may be requested by the District Commander.

Section 8: Declaring Offices Vacant.

Should any elected or appointed officer be absent without the permission of the Commander for three (3) consecutive District meetings, including Executive Committee meetings when the officer is an Executive Committee member, the post of said elected or appointed officer may be declared vacant by a majority vote of the District regularly assembled. Written notice to each Squadron that such a vote is to be taken will be given to each Squadron at least twenty (20) days before the election. Filling of the vacated post shall be in accordance with the rules contained in these Bylaws providing for the election or appointment of officers.

Article VIII: FINANCES

Section 1: District Account.

This District shall maintain a general operating bank account (checking account). This account shall have a budget associated with said account.

Section 2: Authorization to Sign.

The District Officers authorized to sign checks drawn against the general operating account shall be the Finance Officer, the District Commander and the District Adjutant. At least (2) of the (3) three officers authorized shall sign all District checks.

Section 3: Bonding.

All District Officers handling District funds shall be properly bonded in the manner prescribed by the Department of California.

Section 4: Disbursements.

Disbursements from the District account shall be made only after receipt by the Finance Officer of a properly completed and approved voucher requesting said disbursement.

Section 5: Budget.

The District Finance Committee, consisting of the Finance Officer and two (2) Executive Committee Members appointed by the Commander, shall develop a budget for the District general operating account. This budget shall contain line items for required disbursements. Changes to the budget must be approved by the District Executive Committee.

Section 6: Audit.

An audit shall be made thirty days after the Detachment Convention. A combination of any three of the following: S.A.L. District Commander, Past S.A.L. District Commander, S.A.L. District Finance Officer, Past S.A.L. District Finance Officer, Legion District Commander, and Legion District Advisor, shall constitute an Audit Committee for the purpose of this Section.

Article IX: DUES**Section 1: Assessment.**

Membership dues in the amount \$0. per member per annum shall be required of each Squadron, based on membership certified at the previous Detachment Convention. Such funds collected shall be used for the operating expenses of the District.

Section 2: Due Date.

The due date for payment of Squadron dues shall be **September 15**, annually. Any Squadron whose dues are not paid by January 31 shall surrender voting privileges until obligations are met. **(Set your own Date)**

Article X: ANNUAL NOMINATIONS AND ELECTIONS**Section 1: Date and Time of Elections.**

Annual nominations and elections of the officers specified in Article VI of these Bylaws, shall take place at the Pre-convention Caucus held not less than seven (7) nor more than forty-five (45) days prior to the opening of the annual Detachment Convention. The terms of these officers shall be one year.

Section 2: Election Procedure.

- a. Officers shall be elected by a roll call of Squadrons.
- b. The Commander, Vice Commanders and Sergeant-at-Arms shall be elected by majority vote.

- c. Each Executive Committee Representative shall be elected by a plurality.
- d. In the event there are two or more candidates for any office, the Commander shall appoint a minimum of two tellers. Each Squadron present shall be entitled to full representation as set forth in Article IV, Section 2. The vote(s) of each Squadron shall be cast by the senior representative present.

Section 3: Close of Voting.

When all Squadrons have voted, the polls shall be declared closed and the tellers shall tabulate the votes. The Judge Advocate shall present the results to the Commander, who shall announce the election.

Section 4: Election by Acclamation.

When there is but one (1) candidate for an office, the chair may accept one unanimous vote from any delegate and declare the candidate elected.

Article XI: PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Revised, shall be the parliamentary authority on all points not covered by Sons of The American Legion National or Detachment of California Constitution and Bylaws, or by the District Bylaws.

Article XII: ORDER OF BUSINESS

The order of business for regular District Meetings shall be as prescribed by the current Manual of Ceremonies of the American Legion. The order of business for special meetings shall be as described in Article V, Section 2 (special meetings), of these Bylaws.

Article XIII: RATIFICATION OF BYLAWS

New Squadrons formed in District ___ shall be required to ratify these Bylaws before delegates can be recognized by the District.

Article XIV: POWERS

Section 1: Conformance with Detachment.

The District shall be a constituent part of and subject to the regulations governing The Sons of The American Legion, Detachment of California.

Section 2: Scope of Business.

In the course of its meetings, the District shall consider such matters as may affect the welfare of the Sons of The American Legion.

Article XV: AMENDMENTS

Section 1: Adoption.

Amendments to these Bylaws must be submitted in writing at a regular meeting of the District, read there-at, and at the next regular meeting. The proposed amendment may be adopted by a two-thirds (2/3) affirmative vote of the Delegates present and voting at the second meeting, provided written notice of such proposed amendments shall have been mailed to all Squadrons within the District at least twenty (20) days prior to the second reading.

Section 2: Approval.

Changes approved by the District must be submitted to the Detachment Executive Committee for its approval.

Section 3: Automatic Conformance.

These Bylaws shall be automatically amended to conform to any changes in National or Detachment of California Constitution or Bylaws which affect any of the Articles herein.

CERTIFICATION

We hereby certify that the above Bylaws were read at two meetings, _____ and _____, and adopted on _____, a quorum being present, and by two-thirds affirmative vote of those present and voting.

S.A.L. _____ District Commander

S.A.L. _____ District Adjutant

SAL _____ District JAG Officer

Legion _____ District S.A.L. Advisor

Legion _____ District Commander

APPROVED BY _____ **DATE** ____/____/_____
DETACHMENT CONSTITUTION AND BYLAWS CHAIRMAN

DATE SENT TO FILE WITH DETACHMENT ____/____/_____
