



Department of California Organization

Department Convention ::

The annual convention shall be composed of regularly elected and appointed Department Officers, District Presidents, Past Department Presidents in good standing in their respective Units, chairmen of Department committees, members of the Department Finance Committee, Girls State Director, Junior Conference Director, Hospital Representatives, and regularly elected delegates and alternates from each Unit. 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.

Department Executive Committee ::

Department President, Department Vice President, Junior Past President, Past National President, District Presidents, Department Chairmen, Members of the Department Finance Committee, Parliamentarian, and Girls State Director. (Department Constitution, Article VII, Section 1.)

Department President ::

It shall be the duty of the President to preside at all meetings of the Department Convention assembled and the Department Executive Committee; to enforce strict observance of the Constitution and Bylaws, except as hereinafter provided in (D), and with the exception of the National Security Chairman to appoint chairmen of standing committees, Hospital Representatives and their Deputies, Hospital Chairmen and their Deputies in non-VA hospitals; when requested by the District or Districts involved and the Poppy Production Managers; and create such other special committees and appoint members thereof as she deems advisable, and perform such other duties as custom and parliamentary usage requires.

A. She shall be a member ex-officio of all committees.

B. The Department President shall sign Bylaws of all Units after approval of Department Constitution and Bylaws Chairman.

C. The Department President shall call regular meetings of the Executive Committee and special meeting of Executive Committee upon written consent, or request, of not less than five (5) members of said committee.

D. She shall be vested with authority to grant special dispensation to individual Units or Districts in extreme cases of emergency. Emergency shall be defined to mean epidemics, disaster or unusual climatic conditions when it shall become impossible to function according to Bylaws.

E. She shall appoint the following Department Officers: Chaplain, Historian, Parliamentarian, Sergeant-at-Arms, Marshal, and Musician.

F. She shall annually appoint the Girls State Director from nominees recommended by the Girls State Board of Directors or Girls State Committee.

G. She shall appoint the chairman of the Girls State Committee.

H. She shall appoint the chairman of the Convention Commission.

I. She shall appoint the Junior Conference Director.

Department Vice President ::

The Department Vice President shall act as a representative of the Department President on all matters referred to her by the Department President and shall perform such other duties as are usually incident to the office. The Vice President shall be chairman of a required standing committee, to which she shall be appointed by the Department President.

Department Finance Committee ::

One (1) member shall, at each convention, be elected to serve for three (3) years on the Finance Committee. She shall serve with the two (2) members now on the committee. The chairman shall automatically be dropped upon the election of the new member and the senior member then becomes the new chairman.

The Finance Committee shall prepare an annual budget covering convention to convention to be presented to and approved by legislative body in convention assembled. They shall supervise expenditures of all funds, subject to ratification of the Executive Committee. The Finance Committee shall review the expense accounts of Department officers, Department chairmen, and District Presidents. Vouchers for expenditures of Department officers and chairmen charged with disbursements of special funds, may be allowed and checks drawn in excess of the budget only upon presentation, before anticipated disbursements are made, of itemized account to the Department President and Department Finance Committee, and expenditures made only upon authorization of Department President and the Finance Committee.

The Finance Committee shall meet with the midyear meeting of the Executive Committee; and with the Convention Executive Committee; or at the call of the Department President, and/or the Chairman of the Finance Committee.

The Finance Committee shall act as a salary reviewing committee. Any recommended changes in salary must be submitted to and approved by the Department Executive Committee before becoming effective.

The Finance Committee shall be responsible for securing the service of an accounting firm (Certified Public Accounts), who shall be responsible to that committee, and who shall audit the books of the Department annually following the Department Convention and/or at the request of the Finance Committee.

Department Secretary/Treasurer ::

The Department Secretary/Treasurer shall be a paid, full-time employee responsible to the Department President and Department Executive Committee. She shall be a member of the American Legion Auxiliary, and an officer of the Department of California. As a Department officer, she shall serve as a non-voting member of the Executive Committee and a voting member of the Department Convention. The Department Secretary/Treasurer may be removed from office, for just cause, at any time by a majority vote of the Department Executive Committee. She shall ensure that all duties relative to the necessary operation of the Department office be performed on a timely basis. She shall monitor all investments, record books, ledgers, and accounts, and assure they are current and accurate.

A. She shall see that a record of all meetings of Department Convention and of the Department Executive Committee be kept.

B. She shall, under the direction of the Department President, cause due notice to be given of all Department meetings.

C. She shall attend the National Convention at the call of the President.

D. She shall have the power of disbursing any or all of the money of Department for transacting of Department business budgeted under administrative Fund, subject to ratification of Executive Committee.

E. She shall have the power of disbursing money of special funds under direction of State Chairmen, subject to ratification of Executive Committee.

F. She shall have the power of disbursing all other budgeted funds under supervision of Finance Committee, subject to ratification of Executive Committee. No funds in excess of the budget shall be expended by the Department Secretary/Treasurer, except by authorization of the Department President and Department Finance Committee. Provided, however, that at the time said money is expended or disbursed, she shall enter or record in a book kept for that purpose, and otherwise account for same. She shall at all times keep record books, ledgers, and accounts in readiness for auditing.

G. The office of Department Secretary/Treasurer shall be bonded in a sufficient sum, to be decided upon by the Department Convention, as prescribed by National, the expense of same to be borne by Department.

Department Officers/Program Chairmen ::

Work directly with Department President - Administer annual programs according to Department Code

District Presidents :: Direct Questions to Department President

Each District President and District Vice President shall have general advisory powers over the Units in the District they represent, promote the organization of additional Units, and assist in increasing the membership and shall hold District meetings for the purpose of receiving Unit reports and to transact such other business as pertains to the District.

A. The District Presidents shall attend the Executive Committee meetings and convention; if unable to do so, she shall notify the Department and the District Vice President of her inability at least forty-eight (48) hours prior to meeting.

B. The District President shall certify the application for new charters after they have been approved by the Post Commander and Post Adjutant of the Post to which the Unit is to be attached.

The District President shall make at least one (1) official visit to each Unit within the District each year, preferably at a date mutually agreed upon between Unit and District President.

The District President shall be responsible for a District file of Unit Bylaws, and the District Constitution and Bylaws Chairman shall maintain a duplicate file.

District Officers/Program Chairmen :: Direct Questions to District President and /or Department Counterpart

Unit Presidents :: Direct Questions to District President

It shall be the duty of the President to preside at all meetings of the Unit and Unit Executive Committee; to enforce strict observance of the Constitution and Bylaws; to appoint members of the standing committees; to create such other committees and appoint members thereof as she deems advisable; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for. [Unit Handbook](#) (2000), Page 42

Unit Officers/Program Chairmen :: Direct Questions to Unit President and /or District Counterpart