

AMERICAN LEGION AUXILIARY

Department of California



Standing Rules

AMERICAN LEGION AUXILIARY
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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.