

Constitution and Bylaws Committee



As we prepare for this year's District and Department Conventions, I would like to remind everyone of the governing documents information on the Department Convention and encourage you to check your District Constitution for their directions. Please note section 2 for representation and membership timeline as well as section 4 electing delegates.

CONSTITUTION ARTICLE VII

Convention

Section 1. The legislative body of the organization shall be a Department Convention to be held annually at a place and time to be determined by The American Legion, or in the event The American Legion does not fix a time and place, or an emergency situation demands additional consideration, it shall be fixed by the Department Executive Committee.

Section 2. Representation to the Department Convention shall be by Units. Each **Unit shall be entitled to three delegates and one additional delegate for each fifty (50) members or major fraction thereof**, who are members in good standing, for the meeting for which they are elected and whose **current dues have been paid and recorded by the ALA national membership tracking system thirty (30) days prior to the convening of said Department Convention**. An equal number of alternates shall be elected.

Section 3. Delegates-at-large to the Department Convention shall be the members of the Department Executive Committee who are members of the Department of Kansas, and are in good standing in their Units.

Section 4. The **delegates and alternates to the Department Convention shall be elected not less than two (2) weeks prior to the convention**. Alternates shall have priority in the order of their election.

Section 5. Each registered **delegate shall be entitled to one vote**. The vote of any registered delegate absent and not represented by an alternate shall be cast by the majority of the delegates present from the Unit.

Section 6. A quorum shall exist at a Department Convention when ten (10%) percent of the Units of the Department are represented in whole or in part.

The C & B Committee has put together a sample governing document based on the sample in National's Unit Handbook and the Department of KS C & B.

When you click on the link it will ask/require you to make a copy.

[Constitution, Bylaws and Standing Rules Sample link](#)

When your Unit has adopted updated governing documents, we ask if you would please email me a copy at s.wiley160@gmail.com .

Sonia Wiley

Department C&B Chair