

# **CALL to CONVENTION**

For the  
Annual Department of California Convention  
will meet:  
June 26 – 29, 2025

Marriott Hotel and Convention Center – Visalia, California

In conformity with Article VI, Section 1 of the Department Constitution, which provides that the annual department convention of the American Legion Auxiliary shall be held annually at the same time and city as The American Legion Annual Department Convention.

## **PURPOSE**

The annual Department Convention is the legislative body of the American Legion Auxiliary. The convention is called for the purpose of electing officers for the ensuing year, amending the Department Constitution & Bylaws and Code, receiving reports of Department Officers and Committees, and for the transaction of such other business as may be brought before it.

## **REPRESENTATION**

Representation in the department convention shall be by Units in accordance with the provisions of the Article VI, Section 2, Department Constitution.

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 Standing Rules, Department Convention-1).

The vote of each Unit shall be equal to the total number of delegates to which the Unit is entitled, provided full registration fee has been paid for such delegates at the call of the Department Secretary prior to pre-convention caucus. (Department Standing Rules, Department Convention-1).

Delegates from new Units whose application for charter shall have been signed by the Department President and forwarded to National Headquarters after designated membership closing date, but prior to the pre-convention caucus and/or the Department Convention, and whose bylaws shall have been approved, and all other Department requirements have been met, shall be seated in delegation and Department shall allow increase in District voting strength. (Note: (A) Registration fee of Department Officers, Past Department Presidents, District Presidents, and chairmen of Department committees and all other accorded voice and vote must be paid. (B) Alternates, unless registering and serving in place of regular delegates, shall not be seated with the delegation. (Article VI, Section 2, Department Constitution).

## **DELEGATES IN THEIR OWN RIGHT**

In addition to the above, Department Officers (President, Vice President, Secretary, Treasurer, Chaplain, Historian, Parliamentarian, Sergeant-at-Arms, and Asst. Sergeant-Arms), District Presidents, Past National Presidents, Past Department Presidents in Good Standing in their Respective Units, Chairmen of Department Committees (Americanism, Auxiliary Emergency

Fund, Children and Youth, Community Service, Constitution and Bylaws, Convention Commission, Editor, Education, Girls State, Junior Activities, Leadership, Legislative, Membership, Music, National Security, Past Presidents Parley, Poppy, Public Relations, and Veterans Affairs and Rehabilitation), Members of the Department Finance Committee, Girls State Director, Junior Conference Director, Hospital Representatives, and those called in by the Department President are the Advisory Committee, Credentials Distinguished Guest, Elections, Resolutions, Rules, Unit Development and Revitalization, Ways and Means and Personal Pages are delegates in their own right with vote, to be exercised with their Units. (Article VI, Section 3, 4, 5 - Department Constitution).

### **ALTERNATES**

An alternate will have the power to vote only when she is moved up from an Alternate to a Delegate by the District Registration Secretary.

1. Those alternates serving in place of delegates who will be attending convention will then be registered as delegates upon presentation of credentials and be listed with the voting delegation.
2. All other alternates will receive credentials and shall be called in by the District President during a temporary absence of a regular delegate, provided this delegate has turned in her badge to the District President for the alternate to wear. When possible, it shall be the duty of each District President to see that a full voting delegation is present.
3. A delegate leaving the convention not to return shall relinquish her badge to the District President. If an alternate from the same Unit is available to serve, the District President shall call upon her to fill that delegate's position, and supply her with the badge of that delegate who left convention.

### **DEPARTMENT EXECUTIVE COMMITTEE**

A Pre-Convention Meeting of the 2024-2025 Department Executive Committee is hereby called and will be held at 7:00 AM June 26, 2025, in the Sierra A & B rooms, as provided by Department Standing Rules, Department Executive Committee, #2-b.

A Post-Convention Meeting of the newly elected 2025-2026 Department Executive Committee will be held June 29, 2025, in the San Joaquin meeting room immediately following the close of convention. (Department Standing Rules, Department Executive Committee #2). There shall be a Department Secretary and Department Treasurer to be nominated by the Department President and confirmed by the Department Executive Committee at the Post-Convention Department Executive Committee Meeting.

### **CONVENTION COMMITTEE MEETINGS**

Convention Committee Meetings will be held via zoom between June 9-20, 2025. The schedule will be posted on the Department website and sent out to members. Committee Meetings for Constitution and Bylaws, Resolutions, and Elections will be held on June 26, 2025, 9:00-12:00, at the Marriott Visalia in following rooms: Sequoia A, Sequoia B, and Sierra A & B.

## REGISTRATION

Registration will take place in the lobby outside the Kings Canyon Room, during the following times:

Wednesday	June 25	2:00pm to 6:00pm
Thursday	June 26	8:00am to 2:00pm 4:00pm to 6:00pm
Friday	June 27	7:30am to 8:30am 12:00pm to 1:00pm 4:00pm to 6:00pm
Saturday	June 28	7:30am to 8:30am

## CREDENTIALS/REGISTRATION FEES

Registration Fee - All Units in good standing shall pay a registration fee not to exceed thirty dollars (\$30.00) per delegate. Fee shall cover full voting strength of the unit prior to the District pre- convention caucus. (Department Standing Rules, Dues and Assessments, #5). **The fee is due whether or not the delegates attend convention.** Indebtedness - No delegate or delegates from any Unit shall be seated in Department Convention or pre-convention caucus unless all obligations to Department have been paid or satisfied. (Article VI, Section 2, Department Constitution) Indebtedness includes all outstanding financial obligations, Fidelity Bond, purchase of Poppies, ten percent (10%) net proceeds from Poppy donations, filing of Poppy Financial Report and delegate/alternate fees. Unit's Constitution and Bylaws must also be up to date.

Credential Cards-Each Unit shall transmit to Department Headquarters no earlier than April 1, nor later than June 11, the official Certification of Delegates and Alternates Form. Upon receipt of the registration fee of \$30.00 per delegate (including those accorded voice and vote in their own right) with the certification form of delegates and alternates, credential cards will be available at the registration desk and will be signed by the Department Secretary only.

Alternates Serving in Place of Delegates -- A delegate or alternate cannot be seated on the convention floor unless her name appears on the Certification Form of Delegates and Alternates for the Unit. Regular credentials will be issued ONLY to those properly certified as delegates or alternates.

## CANDIDATES FOR DEPARTMENT OR NATIONAL OFFICE

Candidates for Department or National Office will be nominated and/or elected at Department Convention.

## RESOLUTIONS

(Article VII, Section 2, Department Constitution). A copy of amendments pertaining to the Constitution and Bylaws to be in Department Office not later than seventy-five (75) days prior to the opening of the following Department Convention. Triplicate copies required if via regular mail (Due April 12, 2025).

(Department Standing Rules, Department Convention Committees, 4,a). Resolutions pertaining to finance to be in the Department Office not later than sixty (60) days prior to the opening of the following Department convention (Due April 27, 2025).

(Department Standing Rules, Department Convention Committees 4,b). All resolutions other than the above must be in Department Office forty-five (45) days prior to the following Department Convention. (Due May 12, 2025).

Exceptions to this may be made to allow the presenting of emergency resolutions not later than noon of the second day of convention. Note: Emergency resolutions are those which arise during the convention or after the date established for submitting them.

### **MILEAGE AUTHORIZATION**

Members called to this meeting will be allowed travel expense as authorized in the (Department Standing Rules, Department Convention, Section 3). Travel Expense Forms are due to the Department Treasurer by June 15, 2025. The Department will calculate the round-trip mileage and checks will be available on Sunday, June 29, 2025.

### **FINANCE COMMITTEE**

The Finance Committee will be available to meet with anyone on Wednesday, June 25, 2025. Please contact The Finance Chairman in advance to schedule an appointment.

### **DEPARTMENT PAST PRESIDENTS PARLEY LUNCHEON AND PRESIDENT'S BANQUET (Refer to fliers)**

The Past Presidents Parley Luncheon will be held on Friday, June 27, 2025 at 12:00 PM in the Eucalyptus Courtyard in the Marriott Convention Center.

The President's Banquet and Commander's Ball will be held on Saturday, June 28, 2025 at 6:30 pm, in the Charter Oaks Ball Room at the Marriott – Visalia.

**CHECK-IN WITH DEPARTMENT PRESIDENT:** All Department Officers, Chairmen and District Presidents shall check-in with the Department President on Wednesday, June 25, 2025, 4:00 PM - 6:00 PM and 7:30 PM - 9:00 PM or Thursday 9:00 AM – 12:00 PM. Please check in with the Department Secretary and Treasurer as well on Wednesday or Thursday.