

CALIFORNIA AMERICAN LEGION PRESS ASSOCIATION

CONSTITUTION & BY-LAWS

CONSTITUTION

ARTICLE I. NAME

Section 1. The name of this organization shall be:

CALIFORNIA AMERICAN LEGION PRESS ASSOCIATION, or by acronym, CALPA.

ARTICLE II. PURPOSES

Section 1. The aims and purposes of CALPA shall be: (a) to foster periodical publications of The American Legion in the Department of California by Districts, Counties and Posts of The American Legion and in its subsidiary, affiliated and/or auxiliary organizations; (b) to encourage improvement of these publications through mutual endeavor by fostering exchange of publications, by disseminating through the medium of CALPA new ideas, promotional plans and other information of value in forwarding the programs of The American Legion, and by suggestions for increased readership; (c) to assist in solution of mechanical, electronic, professional, or financial problems.

Section 2. CALPA shall not affiliate or cooperate in any work or movement in violation of the spirit or policy of The American Legion.

ARTICLE III. MEMBERSHIP

Section 1. VOTING membership in CALPA shall be open to former and present members of publications of The American Legion, Department of California and its subsidiary and/or auxiliary organizations, and certain other persons closely allied with the publications and news services of The American Legion under regulations set up in the By-Laws. No person shall be eligible unless a member in good standing of The American Legion, Department of California, or such subsidiary or auxiliary organization.

Section 2. ASSOCIATE non-voting membership shall be open to persons and groups supporting CALPA objectives.

ARTICLE IV. MEETINGS

Section 1. The annual meeting of CALPA shall be held at the annual convention of The American Legion, Department of California, at a time and place selected by the officers of CALPA.

Section 2. The annual meeting and special meetings shall be held as prescribed by the By-Laws.

Section 3. Special meetings may be called by the President or the Board of Directors as prescribed by the By-Laws.

Section 4. Only members in good membership standing shall have the right to vote at any meetings of the organization. There shall be no voting by proxy. A quorum for transaction of business at all regular and special meetings shall consist of seven (7) members. A quorum for a meeting of the Board of Directors shall consist of five (5) members.

Section 5. The Board may meet at other than regular meetings by electronic communication means at the call of the President. Minutes of such meetings may be disseminated by electronic or other means to all Board members, and shall be included in written form within the annual meeting's minutes.

ARTICLE V. OFFICERS, DIRECTORS AND ADVISORS

Section 1. The annual meeting shall elect a President, six Vice Presidents, six Directors, and a Secretary-Treasurer.

Section 2. There shall be a Board of Directors composed of fourteen (14) elected officers of this Association as set forth in Section 1 of this Article. There shall be a Permanent Advisory Council composed of all past presidents of this Association and all past NALPA presidents who are in good standing and who are members of a Post in the Department of California. Honorary members of the Advisory Council may be named by majority vote of the Board of Directors.

Section 3. All Officers, Directors and Advisors shall pay their annual dues before taking office.

Section 4. All Officers and Directors shall take office immediately following the annual meeting. The term of office shall be for one year, excepting that Advisors shall continue in office from year to year provided they are members in good standing.

Section 5. Legislative authority shall be reposed in the membership, at the annual and other meetings of the membership. Between meetings of the members, such authority shall be reposed in the Board of Directors.

ARTICLE VI. STANDING COMMITTEES

Section 1. CALPA may provide in the By-Laws for such standing committees as it deems necessary.

ARTICLE VII. FINANCES

Section 1. The annual dues shall be set at the annual meeting and shall remain at the figure set until or unless these dues shall be changed by action of the annual meeting.

Section 2. A registration fee may be collected at the annual meeting for the purpose of meeting expenses in connection with holding the annual meeting. The registration fee shall be in the amount fixed by the Board of Directors.

Section 3. Donations and contributions to further the purposes of CALPA and/or the CALPA Website Project may be made, and acknowledged in writing by the secretary and reported annually to the membership.

ARTICLE VIII. DISCIPLINE

Section 1. The Board of Directors shall be the arbiter in any differences of opinion as to the eligibility of an applicant for membership.

Section 2. The Board of Directors is empowered to suspend or cancel the membership of any member for cause by a majority vote of the Board after notice and a fair and impartial hearing.

ARTICLE IX. AMENDMENT AND APPROVAL

Section 1. This constitution may be amended at the annual meeting of CALPA by a two-thirds (2/3) vote of the voting members attending, provided the proposed amendment has been submitted to the Secretary in writing for transmittal to each voting member, by letter or publication, not less than thirty (30) days prior to the annual meeting.

Section 2. This constitution shall become effective at the conclusion of the 1999 annual meeting and shall be in effect thereafter.

BY-LAWS

ARTICLE I. MEMBERSHIP

Section 1. Membership in CALPA shall be open to former and present Editors, associate and assistant editors, reporters, columnists, business, circulation and advertising managers, electronic communicators, and to staff members and publicity officers of any Post, Unit, Squadron, County, District, Area or Department publications of The American Legion, Department of California. Membership in the National American Legion Press Association (NALPA) shall be encouraged.

Section 2. Membership may be automatically forfeited if renewal dues have not been paid within ninety (90) days of being notified in writing following the annual meeting that such dues are due and payable.

ARTICLE II. MEETINGS

Section 1. The annual meeting of CALPA shall be held during the Department of California Convention and succeeding meetings may be held during The American Legion's Department Executive Committee meetings or as the CALPA Board of Directors may direct. The President, with the approval of the Board of Directors, shall arrange for each annual meeting.

Section 2. Should an emergency arise, a special meeting may be called by the President or Board of Directors.

Section 3. Each voting member of CALPA shall be given notice in writing of every regular and special meeting of this Association at least five (5) days in advance of the meeting, by electronic or printed notice.

Section 4. Meetings shall be confined to members only excepting guests invited or approved by the President or Board of Directors. Members are advised they bring only guests who are in accord with the spirit and policy of The American Legion.

ARTICLE III. OFFICERS

Section 1. The officers of CALPA shall be a President, six (6) Area Vice Presidents, six (6) Area Board Members, and a Secretary-Treasurer; all fourteen (14) to be elected. The President shall appoint a Chaplain, Judge Advocate, Historian, Sergeant-at-Arms and such assistant officers as are deemed necessary, with approval of the Board of Directors.

Section 2. The President shall be the presiding officer at all meetings. In his absence, the members may elect a Vice President to preside. If no Vice President is present, a member of the Board of Directors shall preside, selected by vote of members present.

Section 3. In event of a vacancy in the office of President, the Board of Directors shall elect a Vice President to assume the duties until the next annual meeting, and in such an event he/she shall be called the Acting President. A vacancy in any other office shall be filled through appointment by the President with approval of the Board of Directors.

Section 4. Duties of the President shall be to act as the administrative head of the Association. He or she may call upon the Board of Directors for counsel and assistance. The President shall have power to appoint committees and to carry out the policies and programs of the Association, and shall make an annual report at the annual meeting.

Section 5. Vice Presidents shall assist the President in carrying out Association programs; one shall preside at meetings in the absence of the President. Their prime duty shall be stimulation of membership and communication for the Association.

ARTICLE III. OFFICERS (continued)

Section 6. The Secretary-Treasurer shall maintain membership and financial records of the Association, handle correspondence, keep the Board of Directors advised with periodic reports, and make periodic reports to membership as to activities of the Association.

He/she shall keep a record of meetings, proceedings, and all matters of which a record should be kept, shall notify officers and all members of committees of their election and/or appointment, shall issue notices of all meetings, and in case of a special meeting shall add a brief note stating the purpose of the call. The Secretary-Treasurer shall supervise and account for receipt and disbursement of all funds by direction of the Board of Directors or President, and shall receive all monies for dues on renewals and applications for new memberships, issue membership cards, and provide pins to new members.

Section 7. Authority between meetings shall rest in the Board of Directors. In addition to such powers, it shall have general management of Association affairs and make such regulations as it deems advisable, not inconsistent with the Constitution and By-Laws. The first meeting of the Board of Directors shall take place immediately following the annual meeting when the new officers are elected. The President of CALPA shall be Chairman of the Board of Directors. The Secretary-Treasurer of CALPA shall serve as Secretary of the Board.

ARTICLE IV. NOMINATIONS

Section 1. Candidates for office shall be proposed by the Nominating Committee at the annual meeting. Additional nominations may be made from the floor.

ARTICLE V. ELECTIONS

Section 1. All officers shall be elected at the annual meeting during the Department Convention.

Section 2. Elections shall be held by secret ballot, unless there shall be no opposing candidates for any one, or all, offices, when the President may entertain a motion for the Secretary to cast the ballot. Secret ballots may be ordered for any individual office or for all offices at the determination of the membership present at any election.

ARTICLE VI. COMMITTEES

Section 1. The President, upon assuming office or before the next regular meeting, shall designate and appoint the chair and members of committees necessary for proper operation of the various activities in which this Association may engage. It shall be the duty of each committee to carry out the work assigned to it, and it shall report at the Board of Directors meetings and at any meeting of the membership when called upon to do so.

Section 2. The term of office of each standing committee shall be for a period of one year unless otherwise designated. The term shall start at date of formation and continue until its work shall have been completed and the committee discharged.

Section 3. The Internet Committee shall be a permanent standing committee, charged with maintaining a CALPA Website on the World Wide Web. The chair of the committee shall be designated the Website Manager, charged with operating and maintaining the site for the benefit of the Association and its goals.

ARTICLE VII. FINANCES

Section 1. The dues for membership in CALPA shall be as established by the membership at its annual meeting. The membership year is to begin upon conclusion of the annual meeting.

Section 2. Membership in the National American Legion Press Association (NALPA) shall be recommended and encouraged. Collection and transmittal of NALPA dues is authorized under supervision of the Secretary-Treasurer.

ARTICLE VIII. SUSPENSION AND EXPULSION

Section 1. Any member of the Association may be suspended or expelled for misconduct in his/her relations to this organization.

Section 2. Any member may be expelled from the Association for cause after notice and a fair and impartial hearing before the Board of Directors, by a majority vote of those present.

Section 3. The name of any member whose dues have not been paid by the first day of January following the annual meeting shall be stricken from the mailing list.

ARTICLE IX. AMENDMENT AND APPROVAL

Section 1. These By-Laws may be amended at any annual meeting of CALPA by a two-thirds (2/3) vote of the voting membership present thereat, provided that the proposed amendment shall have been submitted to the Secretary in writing for transmittal to each voting member by letter or publication, to be mailed not less than thirty (30) days prior to the annual meeting.

Section 2. No amendments to these By-Laws shall be introduced which shall be contrary to the spirit or policy of The American Legion.

Section 3. These By-Laws shall become effective at the conclusion of the 1999 annual meeting and shall be in effect thereafter.

DATE APPROVED: _____, 1999

PRESIDENT: _____

SECRETARY/TREASURER: _____