

Proposal #1 Adopt new Standing Rule			
Amendment to: Standing Rules, I, Office, New #2 (subsequent items to be renumbered)			
Current Wording	Proposed Amendment	If Adopted, Will Read	Rationale
	<p>2. All passwords for American Legion Auxiliary Department of Kansas owned programs, software, hardware and/or other office equipment or access requiring passwords or passcodes necessary for business operations shall be retained in a physical folder stored in a locked file cabinet in the office. The Department President shall have access to the folder and full knowledge of its stored location.</p>	<p>2. All passwords for American Legion Auxiliary Department of Kansas owned programs, software, hardware and/or other office equipment or access requiring passwords or passcodes necessary for business operations shall be retained in a physical folder stored in a locked file cabinet in the office. The Department President shall have access to the folder and full knowledge of its stored location.</p>	<p>In order to maintain continuity of business operations at all times, the Department President shall have access to necessary passwords. In the event access is required, the Department President shall have the ability to access all equipment and software necessary for the smooth and consistent daily operations for the American Legion Auxiliary, Department of Kansas.</p>

**Proposed by:** Constitution & Bylaws Committee  
**Consequential amendments:** None

For Constitution & Bylaws Committee  
  
 Received by: \_\_\_\_\_  
  
 Date and Time: \_\_\_\_\_