



Sons of The American Legion

DETACHMENT OF NEW YORK

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CONSTITUTION AND BY-LAWS AND AMENDMENTS APPROVAL FORM FOR SQUADRONS, COUNTIES AND DISTRICTS INSTRUCTIONS: See other side.

Submitted by: _____
Organization name and Number

Mailing Address

Contact Person Day Phone Evening Phone

This submission is requesting approval for (check one):

CONSTITUTION AND BY-LAWS _____ AN AMENDMENT _____

The undersigned, representing the organizations indicated below, of the Sons of The American Legion and The American Legion, hereby affirm that at a lawfully convened meeting our organization has approved the attached Constitution and By-Laws or Amendment thereto.

SQUADRON: # _____ Complete this section, go to COUNTY Section.

Squadron Commander (Date) Post Commander (Date)

COUNTY: _____ Complete this section, send to Detachment Judge Advocate

Sons County Commander (Date) American Legion County Commander (Date)

DISTRICT: # _____ Complete this section, send to Detachment Judge Advocate.

Sons District Commander (Date) American Legion District Commander (Date)

DETACHMENT: See instructions on reverse.

Detachment Judge Advocate (Date) Department Judge Advocate (Date)

DETACHMENT OF NEW YORK SONS OF THE AMERICAN LEGION

CONSTITUTION AND BY-LAWS AND AMENDMENTS APPROVAL FORM

According to the Detachment Constitution and By-laws, Sons of The American Legion Squadron and County Organizations **MUST** have and District Organizations **MAY** have a Constitution and By-Laws. All organizations must receive approval for their Constitution and By-Laws or any amendments thereto. This form provides guidelines to acquire approvals and the tracking method for Detachment.

INSTRUCTIONS:

Start at the section that corresponds to the type of organization submitting the request for approval, squadron start at squadron section, etc. When a section is complete, move to the next section as directed. If there is no organization (ex. SONS County or District) indicate same on appropriate line. However, the Legion Organization of the same level must still approve. Complete all sections that apply. Make a copy of your submission for your contact person.

The submitting organization should maintain control of the document by delivering it to the next level for approval themselves after each approval is obtained to be sure; a) all acquired approvals are obtained before submission to Detachment Judge Advocate and, b) the document is not misplaced.

If any changes are determined to be necessary, the document will be returned to the submitting organization. The submitting organization should make the necessary changes and return the document and this form back to the Official who directed the corrections. It is not necessary to resubmit to levels that have already approved.

See Detachment Directory for Detachment Judge Advocate's name and address.

DETACHMENT JUDGE ADVOCATE will forward approved document to Department Judge Advocate.

DEPARTMENT JUDGE ADVOCATE will return this form and the approved document to Detachment Headquarters for filing. A copy shall be made for Detachment records and this form and the approved document shall be returned to the submitting organization by the SONS Coordinator.

In order to collect or handle per capita dues, an organization must have an approved Constitution and By-Laws.

Amendments to the Detachment Constitution and By-Laws are explained fully in Article XII of the Constitution.



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DETACHMENT OF NEW YORK

RESOLUTIONS

This explanation contains the basic requirements for writing a resolution in proper form.

FOR AN EXPANDED EXPLANATION, OR RESOLUTIONS CALLING FOR ACTION OF THE NATIONAL EXECUTIVE COMMITTEE OR NATIONAL CONVENTION, CONTACT THE DETACHMENT INTERNAL AFFAIRS CHAIRMAN; see the Detachment Directory.

NOTE: The Detachment Adjutant shall be solely responsible for assigning an identifying number to all resolutions to be considered by the Executive Committee or the Convention.

Resolutions to amend the Detachment Constitution or By-Laws which require action by the Detachment Convention must be typed in proper form and received by the Internal Affairs Chairman by April 15th. He will then submit them to the Detachment Adjutant by April 30th, so that proper notification can be made in accordance with the Detachment Constitution and By-Laws.

Resolutions may be submitted for any number of reasons besides those that propose a change to the Detachment Constitution and By-Laws. Resolutions may be submitted by Detachment Committees and Commissions, Districts, Counties, and Squadrons calling for support of a program or a project, a donation of Detachment funds, endorsement of a candidate for National office, etc.

NOTE: Any proposed action requiring the use of Detachment funds must first be forwarded to the Detachment Finance Chairman. The Finance Commission shall review the resolution in respect to the request of Detachment funds only, and shall then forward on to the Internal Affairs Commission with their recommendation and the reasons for their action. The Internal Affairs Commission shall be responsible for ensuring that resolutions are in proper format prior to forwarding on to the Executive Committee or the Convention for consideration. Internal Affairs may return a resolution to its author if not in proper form and may provide assistance to correct any errors.

The RESOLVING SECTION of a resolution begins with the word "RESOLVED", usually printed in capital letters and followed by a coma. Then (1) identification of the resolving authority: (2) the circumstance and place of the action: (3) the date of the action. The first word after this information would be "That" with a capital "T". A period is used only once at the close of the last paragraph of the resolving section.

The authority making (or being requested to make) the resolution is the organization making the resolution. If it is a request for an amendment to the Detachment Constitution and By-Laws, the resolving authority must be the Detachment at Convention. The organization submitting the resolution signs (the Commander, Adjutant or Chairman, as appropriate) and dates it at the bottom in the space provided.

Example: RESOLVED by Squadron No....., Sons of The American Legion, Detachment of, in regular or special meeting assembled in (Place & Date), That"....." (The Resolution).

The PREAMBLE of a resolution is made up of one or more clauses (or paragraphs), each of which begins with "WHEREAS". Two or more of these clauses are joined together by a semi-colon followed by "and". Do not use a period in the preamble. Example:

"WHEREAS.....(etc.).....; and
"WHEREAS.....(etc.).....; and
"WHEREAS.....(etc.).....; now, therefore, be it
"RESOLVED, by.....(etc.)....., That.....(etc.)....."

The "Whereas" may be set out in capital letters, italics, depending on preference. When capitalized, it is usually followed by a coma, and then the first letter of the following word is capitalized.

In general, the fewer "WHEREAS" clauses the better, provided that the reason or reasons for the resolution are adequately presented. Most will have been stated during the debate for its adoption. Determine the exact purpose of the resolution and write down statements of fact, which relate to this purpose. Organize them into a logical sequence and throw out the weak or unnecessary ones.

RESOLUTION

****#** _____ **TITLE:** _____

TO BE COMPLETED BY FINANCE CHAIRMAN
(Only if the proposed action involves Detachment funds)

Recommendation:

Approval Rejection Hold for Study

Refer to Internal Affairs

Signature / Date

TO BE COMPLETED BY INTERNAL AFFAIRS CHAIRMAN

Recommendation: Approval Rejection
 Hold for Study

Returned due to improper form

Refer to _____

Signature / Date

THIS RESOLUTION SUBMITTED BY:

Name _____

Organization or Committee

Date: _____

Received by Detachment Adjutant:

Signature

Date

(-Resolution numbers are assigned only by the Detachment Adjutant)**