



Sons of The American Legion

DETACHMENT OF NEW YORK

Suite 1300 • 112 State Street • Albany, New York 12207 • (518) 463-2215
Fax (518) 427-8443 • Email: info@nylegion.org • Website: www.sonsdny.org

NEW CHARTERS AND REINSTATEMENTS INFORMATION FORM

SEE INSTRUCTIONS ON REVERSE

Print or type and send to the above address, Attention: SONS Coordinator.

Dear Detachment Sons of The American Legion,

We are interested in forming a Squadron of The Sons of The American Legion and would like more information forwarded as soon as possible.

OUR POST NAME AND NUMBER IS: _____

ADDRESS: _____

_____, NY _____
(Town) (Zip)

OUR COUNTY IS _____, AND DISTRICT NO. _____

POST COMMANDERS NAME _____

POST SONS ADVISORS NAME _____

COUNTY SONS CHAIRMAN NAME _____

WHAT NIGHT(S) DOES YOUR POST MEET ON _____

_____ (YES OR NO) WE WOULD LIKE A REPRESENTATIVE TO ATTEND A MEETING TO GIVE US MORE INFORMATION AND ASSISTANCE IN FORMING A SONS SQUADRON.

SIGNED: _____ DATE: _____,
Authorized Person

_____ (_____) _____
(Please print or type) Telephone Number

_____ NY _____
ADDRESS CITY ZIP

SONS Coordinator will send requested information and send a copy of this form to the Detachment Vice Commander or District Commander whose area this Squadron is in. (See Directory)

NEW CHARTERS AND REINSTATEMENTS
INSTRUCTIONS

- Submitted by:** American Legion Post Commander or SONS Advisor
- Purpose:** Receive information to start or restart a SONS Squadron
- Details:** See “Steps to Charter a SONS Squadron” and Constitution and By-Laws entry in this section



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STEPS TO CHARTER A SONS OF THE AMERICAN LEGION SQUADRON

PLEASE CONTACT DETACHMENT HEADQUARTERS SONS COORDINATOR, ANN WILSEY TOLL FREE AT 1-800-ALEGION (1-800-253-4466) PRIOR TO COMPLETING CHARTER APPLICATION. IT WILL BE DETERMINED IF A PRIOR CHARTER EXISTS OR IF A NEW CHARTER APPLICATION IS REQUIRED.

The Post Commander appoints a Committee of not less than three (3) members to organize the SONS Squadron. The Chairman of the Sons Committee is the Advisor to the Squadron when formed.

The Committee should thoroughly review these guidelines. It is encouraged that you involve some interested potential SONS members.

The Committee obtains all available information from Detachment Headquarters using the “New Charter” form and reviews Squadron Handbook sections on Adult Leadership and Suggestions for Squadron Organizations. The County, District and Detachment Advisors and SONS Officers will be available to assist you.

Explain at a meeting and in a newsletter why the SONS is being formed and what their purpose is. Using a membership list, distribute SONS Membership Applications to all who have eligible SONS members, (see Squadron Handbook, Squadron Constitution, Article IV for eligibility). Give each member 2 applications per “SON” (necessary for Charter Members only, thereafter only one). If a member has a son and a grandson, he would need 4 applications, 2 for each “SON”. Follow “Part Two” – Squadron Organization in Handbook. A personal follow up is vital.

Upon enrolling a minimum of ten (10) members (Detachment Constitution, Article IX), there is no maximum (send names of the 10 spaces on the Charter Application in with the Charter on a separate sheet of paper) and, complete the Charter application; there are four (4) copies. Following the requirements for Article IX, present the application at a County meeting and acquire a letter of approval from the SONS COUNTY COMMITTEE, if any, and AMERICAN LEGION COUNTY COMMITTEE. Forward the completed Charter Application, with the County letter and correct per capita dues per each membership application to Detachment Headquarters. The Charter Application will be forwarded to National Headquarters for approval and issuance of the Charter which will be returned to the Post. Allow at least one (1) month for processing.

Continued.....

STEPS TO CHARTER OR REINSTATE A SONS SQUADRON

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Follow “ part three” – Squadron Organization in handbook. Set up a meeting for an initiation ceremony, election of officers and for an installation ceremony; see both ceremonies in Squadron handbook. Upon taking office the first order of business should be approval of the Squadron Constitution and By-Laws at the first Squadron meeting. The handbook contains the form with fill in spaces and this can be used until a printed copy can be made. This and any amendments thereto must be properly approved, per Detachment Constitution, Article IX. This will include setting up a monthly meeting and dues amounts. Be sure each Officer reads all sections so he is aware of his duties.

Be sure to keep the lines of communication open by reporting at each Post meeting the activities of the Squadron, and keep the Squadron informed of events that they can participate in. Have Squadron Officers attend County, District and Detachment functions whenever possible as well as Legion functions, the more the SONS are seen the better. After awhile, the experienced members may want to participate on the other levels, however, it is wise not to overload members with several offices. Be aware of the age of the members when planning activities, there is no age limit in the SONS. If you need any assistance, contact Headquarters.