

**AMERICAN LEGION AUXILIARY
DEPARTMENT HEADQUARTERS
5440 HERBERT LORD ROAD
INDIANAPOLIS, IN 46216**

SPECIAL MEMORANDUM

DEPARTMENT CONVENTION RESOLUTIONS AND PROPOSED AMENDMENTS

RESOLUTIONS

- All resolutions must be written in proper form and be properly signed. The preamble must clearly state the reasons for the action and the resolving clauses must clearly state action to be taken. Incomplete resolution will be returned.
- Each resolution shall deal with only one subject.
- Resolutions shall be relevant to the American Legion Auxiliary programs and purposes.
- Resolutions must be directed to the attention of the Department Secretary by March 15 of the current year.
- The Department Secretary shall refer all resolutions to the Resolutions Committee, which has the responsibility for studying them and referring them to the proper committee for action.

PROPOSED AMENDMENTS TO THE DEPARTMENT CONSTITUTION & BYLAWS

Proposed amendments to the Department Constitution & Bylaws must be forwarded to the Department Secretary by March 15 of the current year.

- Sample format for proposed amendments to the Constitution & Bylaws:

Amendment Article _____ Section _____ by:

Inserting words or paragraphs within the section or at the end

Striking out words or paragraphs

Striking out words and inserting other words in the same place

Striking out paragraphs and inserting other paragraphs

The section presently reads:

Proposed amendment: Put words to be added in CAPITAL LETTERS and words strike out in ().

When amended, the section will read:

Give rationale for the amendment.

AMERICAN LEGION AUXILIARY
DEPARTMENT CONVENTION

(Date)
RESOLUTION

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Submitted by: _____
SUBJECT : _____
DATE: _____

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RESOLUTION NO. _____

(Assigned by Resolutions Committee)

Committee Chairman Name and Signature

_____	Recommend <input type="checkbox"/>	Not Recommended <input type="checkbox"/>
_____	Recommend <input type="checkbox"/>	Not Recommended <input type="checkbox"/>
_____	Recommend <input type="checkbox"/>	Not Recommended <input type="checkbox"/>

Convention Action: Approved _____ Rejected _____ Date _____
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