

**AMERICAN LEGION AUXILIARY
NATIONAL HEADQUARTERS
8945 N. MERIDIAN ST.
INDIANAPOLIS, IN 46260**

MEMORANDUM

FROM: Mary “Dubbie” Buckler, National Secretary

DATE: June 2017

SUBJECT: **NATIONAL CONVENTION RESOLUTIONS AND PROPOSED AMENDMENTS**

Enclosed herewith are official resolution forms to be used in submitting resolutions for consideration at the 2017 National Convention. The resolution form is also available at www.ALAforVeterans.org/Meetings/National-Convention/.

RESOLUTIONS

- A department may submit resolutions after favorable action by the department convention, by the National Executive Committee, by any standing or special committee, or qualified delegate.
- **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 the action to be taken.** Incomplete resolutions will be returned to the department or committee of origin.
- Each resolution shall pertain to only one subject.
- Resolutions must be national in scope and relevant to American Legion Auxiliary programs and purposes.
- **All local (department) resolving clauses must be deleted and replaced with a clause resolving action to be taken at the national level. Example: “Resolved by the American Legion Auxiliary in National Convention assembled in Reno, Nevada, August 18 – 24, 2017, that...”**

Resolutions must be directed to the attention of the national secretary immediately following the close of your department convention and no later than 8:00 pm EDT, July 19, 2017. To assist National Headquarters with expediting resolutions to the Resolutions Committee, when possible, please send an electronic version (Microsoft Word document) of your resolution to natlsecy@ALAforVeterans.org. The original signed copy also must be sent and may be mailed to National Secretary, American Legion Auxiliary National Headquarters, 8945 N. Meridian St., Indianapolis, IN 46260 or faxed to (317) 569-4502.

After the resolution is received at National Headquarters:

- The national secretary shall refer all resolutions to the Resolutions Committee, which has responsibility for studying them and referring them to the proper committee for action.

The Pre-Convention Resolutions Committee consisting of one representative assigned from each department will be assigned any resolution not germane to a specific program committee.

REPRESENTATION AT PRE-CONVENTION COMMITTEE MEETINGS

- Department delegation chairmen should appoint representatives to Pre-Convention Committee Meetings who are knowledgeable on the subject and prepared to speak on resolutions that have been submitted by their department.
- The department representative Pre-Convention Committee will be designated during delegate and alternate registration.

PROPOSED AMENDMENTS TO THE NATIONAL CONSTITUTION & BYLAWS

Proposed amendments to the National Constitution & Bylaws must be forwarded to the national secretary in sufficient time to reach her before **8:00 pm EDT on Wednesday, July 19, 2017.**

- Sample wording format for proposed amendments to Constitution or Bylaws:

Amend 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 to strike out in ().

When amended, the section will read:

Give rationale for the amendment.

PROPOSED AMENDMENTS TO THE NATIONAL CONSTITUTION & BYLAWS

If you have any questions regarding resolutions or bylaws changes, please contact the national secretary's office at natlsecy@ALAforVeterans.org or (317) 569-4500.

Resolution forms are available for download here:
www.ALAforVeterans.org/Meetings/National-Convention/

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