The American Legion Department of South Carolina
Constitution/By-Laws Change Information

1 – Amendment change forms will be placed on the Department website as soon as possible after approval of the DEC.

2 – All amendments to the Department of South Carolina Constitution/By-Laws must be at the Department no later than the first Tuesday in March in their final version, including those amendments sent back to the post for review/change. Any form received at the Department after this date will be sent back to the post.

3 – The Department will accept Constitution/By-laws change forms from post as soon as the Department places them on the website.

4 – Post will be notified by the Department Adjutant when the form is received at the Department by letter and/or electronic media.

5 – No additional notification will be sent to the post unless the Constitution/By-Laws committee is going to recommend disapproval or rejection of the amendment.

6 – When the amendment is received by the committee and they vote to disapprove or reject the amendment, it will be returned to the post, along with an explanation, for action provided there is sufficient time to correct and return to the Department by the March deadline. The 1st Wednesday in February will be the last day that amendments will be received that can be returned to the post for possible corrections.

7 – The committee will be meeting at designated times through the year to review each submitted form.

8 – The Department Executive Committee will be the final sole authority on the rejection of any amendment submitted.

9 – If the post is not notified after initial notification then the amendment will be presented to the convention with the committee’s recommendation.

10 – All changes must be on the current year’s form. If a previous form is used it will be returned to the post if time allows for correction, otherwise it will be returned to the post.

11 – Both pages of the amendment form must be completed and submitted for it to be accepted even if the amendment is being returned after correction.


Post Use:
Certified By: ____________________________________ Printed Name: ____________________________________
Post Commander/Adjutant Signature
Submitted by American Legion Post: ______________________ Date Submitted: _____________________________

Constitution/By-Laws Committee Use:
Amendment #: ____________________ Consolidated with: __________________
Recommendation Vote Total: Approval: ________ Disapproval: ________ Rejection: ______________
Forwarded to appropriate committee: ______________________ Date: ______________________
Return to Post with Recommendations: ________ Date: ______________________
Received and Recorded: ______________________ Acted upon Date: ______________________
Chairman Signature: __________________________________________

This is to certify that the above Constitution/By-Laws change was accepted by the Department Convention and if necessary, forwarded to National for action.

_________________________________  ________________________________
Date                                Department Adjutant
The American Legion Department of South Carolina
2021 Official Constitution/Bylaws Form
Return to Department Headquarters
by March 3, 2021

Article #

Section #

Current Wording – should be copied word for word from current Constitution or By-Laws.

Proposed Wording – This is what you want the constitution/By-laws changed to. Be very specific – changes should be in **bold**.

Explanation – This is where you explain why your post thinks the amendment is important and why the Constitution or By-laws need to be changed.

**This form and format must be used to submit a Constitution or a By-laws amendment.**

Any amendment submitted not on the proper form or in the proper format will be returned to the post for correction if time allows. If received after the February deadline and not in the proper format it will be returned to the post.

Amendment #:______________________________ Consolidated with:___________________________

Recommendation Vote Total: Approved_________ Disapproved__________________

Received and Recorded:_________________________________________

Chairman’s Signature____________________________________________________________

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