

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 **third Tuesday in February** 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 **third Tuesday in February** deadline. **The third Tuesday in January 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.**

12 - Approved by Constitution/By-Laws committee September 4, 2019. Revised May 29, 2022.

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



**DEPARTMENT OF SOUTH CAROLINA
2023 OFFICIAL CONSTITUTION/BY-LAWS FORM
RETURN TO DEPARTMENT HEADQUARTERS
By FEBRUARY 21, 2023**



Amendment #: _____ Consolidated with: _____ Page _____ of _____
Recommendation Vote Total: Approved _____ Disapproved: _____ Received and Recorded: _____
Chairman's Signature: _____ Approved by DEC May 29, 2022



**DEPARTMENT OF SOUTH CAROLINA
2023 OFFICIAL CONSTITUTION/BY-LAWS FORM
RETURN TO DEPARTMENT HEADQUARTERS
By FEBRUARY 21, 2023**



ARTICLE #

TITLE

Section #

Current Wording - the entire section should be copied word for word from current Constitution or By-Laws.

Proposed Wording - This is what you want the entire section of the constitution/By-laws changed to. Be very specific - changes should be in **bold**. **What is placed here is how the new section will read.**

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 January deadline and not in the proper format, it will be returned to the post.

Amendment #: _____	Consolidated with: _____	Page ____ of ____
Recommendation Vote Total: Approved _____ Disapproved: _____ Received and Recorded: _____		
Chairman's Signature: _____		Approved by DEC May29, 2022,