

Post Constitution and By-Laws Submission Procedures

Pursuant to Article X, Section 11 – “Each Post in the Department of Florida shall have its own Constitution and By-Laws, provided that it shall not conflict with the Constitution and By-Laws of the American Legion and The Department of Florida. The Post Constitution and By-Laws, together with any subsequent Amendments, shall be approved by the Department Judge Advocate, such approval confirmed by the Department Commander, and a copy filed with the Department Adjutant’s office, with Certification of Approval issued to the Post before becoming effective.”

The following is utilized to have Constitution and By-Laws amended at the Department level.

1. Posts **must** forward two (2) original copies of the entire Constitution and Bylaws with any amendments highlighted to the Department Adjutant.
2. Amendments **must** have the Post Commander/Post Adjutant signature.
3. Amendments **must** state date approved by membership.
4. Amendments **must** be sent with cover letter from Post Commander/Post Adjutant stating the changed Article(s)/Section(s).
5. Once received the Department Adjutant will give written authorization on amendments.
6. An original copy along with Department Adjutant’s authorization letter will be forwarded to Department Judge Advocate for approval.
7. Upon receiving written approval from the Judge Advocate, the Department will send the original Judge Advocates approval letter and cover letter to the Post Commander.
8. Upon receiving written disapproval from Judge advocate, the Department will correspond via letter to Post Commander. If not approved, Post may resubmit, with changes, to the Department Adjutant. The Department Adjutant will forward Constitution and By-Laws with written authorization to the Department Judge Advocate for approval. The process begins again with step 1.

Last Update January 30, 2013