

POST CONSTITUTION AND BY-LAWS SUBMISSION PROCEDURES

Pursuant to Article X, Section 10 of the Department's Constitution – *“Each Post in the Department of Florida shall have its own Constitution and By-Laws, provided that it shall not conflict with the National Constitution and By-Laws and the Constitution and By-Laws of the Department of Florida. The Post Constitution and By-Laws, together with any subsequent Amendments, shall be approved by the Department Judge Advocate or Department Assistant 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 Post Constitution and By-Laws approved at the Department level:

1. Posts must forward one (1) copy of the entire Constitution and By-Laws, with incorporated amendments, to the Department Adjutant. This can be accomplished by mail or email.
2. All amendments must be annotated. Examples of annotation are as follows;
 - a. Additions to the original text are shown by **bold underline**. Deletions to the original text are shown by ~~strikethrough~~.
 - b. **Highlight** the changed text. If this is the case, please also send an original copy (without changes) for comparison purposes.
 - c. List the changes by Article(s) and Section(s) with the old and new text within the cover letter.
 - d. In the case of a total rewrite, please address that in your cover letter and include a copy of the original for comparison.
3. All amendments must be voted on by the membership at a meeting at which a quorum has been met. The minutes of the said meeting must either clearly state the amendments or attach a copy of the amendments read to the membership for a vote. Also, the vote of the membership must be recorded in the minutes. A copy of these minutes must be sent with the amendments.
4. The signature page of the Constitution and By-Laws must include the following:
 - a. Date of the meeting the Post membership voted on the amendments.

- b. States that the members of the Post approved the amendments at said meeting.
 - c. Signed by two Post Officers attesting to the membership's approval.
- 5. Once the Constitution and By-Laws are received with all required documentation, the Department Adjutant will forward them to the Department Judge Advocate for review.
- 6. The Department Judge Advocate will send their written response to the Department Adjutant after their review where;
 - a. Upon receiving written approval from the Judge Advocate, the Department Adjutant will send the original Judge Advocate's approval letter and cover letter to the Post Commander.
 - b. Upon receiving written disapproval from Judge Advocate, the Department Adjutant 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.