

**CONSTITUTION AND BY-LAWS  
OF THE  
SUFFOLK COUNTY ORGANIZATION  
THE AMERICAN LEGION  
DEPARTMENT OF NEW YORK**

**ARTICLE I - NAME**

Section 1. The name of this organization shall be 'Suffolk County Organization, Department of New York, The American Legion'.

**ARTICLE II - OBJECTIVES**

Section 1. The objectives of this organization shall be:  
To uphold and defend the Constitution of the United States of American; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations in all wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to consecrate and sanctify our comradeship by our devotion to mutual helpfulness.

**ARTICLE III - MEMBERSHIP**

Section 1. Eligibility for membership in the American Legion in this county shall be as prescribed by the Constitution of the National Organization.

Section 2. There shall be no form or class of membership except as active membership and as prescribed by the Constitution of the National Organization.

**ARTICLE IV - NATURE OF THE ORGANIZATION**

Section 1. The American Legion is a civilian organization; membership therein does not affect or increase liability for military or police service. Rank does not exist in the American Legion; no member shall be addressed by his military or naval title in any convention or meeting of the American Legion.

Section 2. The American Legion shall be absolutely non-political and shall not be used for the dissemination of principles nor for the promotion of the candidacy of any person seeking public office or preferment. No candidate for, or incumbent of, a remunerative elective public office shall hold any elective office in the American Legion or any sub-division or post thereof.

Section 3. Each member shall perform his duty as a citizen according to his conscience and understanding.

## **ARTICLE V - LOCAL UNIT**

Section 1. The local unit shall be termed the 'Post', which shall have a minimum membership of fifteen. All applications for the formation of a Post and for the required Charter shall be made to the County Committee in accordance with the provisions and requirements of the Constitution and By-Laws of the National Organization, the Department of New York and the Suffolk County Organization.

## **ARTICLE VI - ADMINISTRATION**

Section 1. The administrative affairs of this organization shall, except as may be otherwise provided by this Constitution or the By-Laws, be under the supervision of the County Officers and the Executive Committee.

Section 2. The legislative body of this organization shall be the County Committee which shall consist of the County Offices, Past County Commanders who are members in good standing of a Post that is under the jurisdiction of the Suffolk County Organization and the County Committee or their designated Alternates from each Post.

Section 3. The County Officers, the Executive Committee and the County Committee shall be as prescribed by ARTICLES IX, X and XI respectively of this Constitution.

Section 4. The County Committee shall meet on the first Friday of every month, except July and August, at such place as may be designated by the County Committee at its previous meeting or, if such designation is not made, at such place as may be designated by the County Commander. When a quorum is not present on a regular County Committee meeting night, the County Commander is empowered to call a meeting of the County Committee. Such Authority is necessary due to weather conditions or the first Friday being a special religious or secular holiday. The significance of which was overlooked by the County Committee at its previous meeting. If the County Committee did, in its deliberations, give consideration to the fact that a certain first Friday was also a holiday, but took no action in respect thereto. The County Commander has no power to change the date of that meeting because of such holiday.

Section 5. The fiscal year shall be from July 1<sup>st</sup> thru June 30<sup>th</sup> of the following year.

Section 6. The Suffolk County Organization is sub-divided into five (5) Areas as provided elsewhere in this Constitution and By-Laws. Subject to provisions of this Constitution and By-Laws, each Area shall:

- A) Adopt a set of By-Laws for the conduct of its internal affairs. Such By-Laws must be approved by the County Committee in the same manner as individual Post By-Laws.
- B) Hold a meeting in September at which meeting an Adjutant shall be appointed or elected as proscribed in said By-Laws.

- C) Hold a meeting in the month of May at which meeting it shall elect its Commander for the coming year.
- D) Hold a meeting in any other month as may be called for in its own By-Laws or when so requested by at least one-third of the Post in that Area or when called by the Area Commander.
- E) Ensure that each Post shall have but one vote on any one question at Area meetings.
- F) Each Area shall pass upon every application for a Post Charter within their own Area.

**ARTICLE VII – ANNUAL CONVENTION**

Section 1. The annual meeting of the Suffolk County Organization shall be a County Convention held at least fifteen (15) days prior to the close of the fiscal year (June 30<sup>th</sup> following).

Section 2. The annual meeting shall be for the purpose of electing the County Officers, submission of annual reports of Officers and Committees and other such business as may properly come before it.

Section 3. Voting members of the County Convention shall be:

- A) The County Officers.
- B) Past County Commanders who are members in good standing in a Post that is under the jurisdiction of the Suffolk County Organization.
- C) The County Committee or, in their absence, their alternates from each Post as prescribed by ARTICLE XI.
- D) Delegates or, in their absence, their alternates from each Post as prescribed by Section 4 hereof.

Section 4. Each Post shall be entitled to two (2) Delegates plus one additional Delegate for each fifty (50) members in excess of the minimum membership prescribed by ARTICLE V of this Constitution. Such membership shall be based upon the record of paid-up membership as shown by the books of the County Treasurer at the close of the fiscal year (June 30<sup>th</sup>) of the preceding year. Each Post shall be entitled to an Alternate for each Delegate, who shall substitute for absent Delegates in the order in which the names appear on the roster of Delegates and Alternates submitted to the County Credentials Committee.

**ARTICLE VIII – COUNTY ORGANIZATION**

Section 1. The County shall be divided into five (5) areas each headed by a County Vice Commander of Suffolk County.

Section 2. The areas shall consist of the Posts whose permanent meeting places are located within the Townships as set forth below:

- Area One:                    Babylon and Huntington Townships
  
- Area Two:                    Islip and Smithtown Townships
- Area Three:                 Brookhaven Township, with the exception of the hamlet of Eastport.
  
- Area Four:                 Riverhead, Shelter Island & Southold Townships
  
- Area Five:                 The hamlet of Eastport and East Hampton and Southampton Townships

**ARTICLE IX – COUNTY OFFICERS**

Section 1. The County Officers shall be a Commander, five (5) Vice Commanders who shall serve without seniority, Adjutant, Treasurer, Chaplain, Historian, Service Officer and Sergeant at Arms.

Section 2. Such Officers shall be elected at the County Convention held and constituted as provided in ARTICLE VII of this Constitution excepting the Adjutant and Service Officer, both of whom shall be appointed by the County Commander to serve at his pleasure.

**ARTICLE X – EXECUTIVE COMMITTEE**

Section 1. There shall be an Executive Committee composed of the County Officers, Past County Commanders in good standing, and the Commanders of the Posts in the County Organization, which shall have the power to act in the same manner and with the same effect as the County Committee in the interim between regular meetings, thereof provided, however, that such acts receive conformation by the County Committee at its next regular meeting. The County Judge Advocate shall be a non-voting member of the Executive Committee to advise them on the interpretation of the County, Department and National Constitution & By Laws and the legality of any issues which may come before them. If the Judge Advocate is entitled to a vote on the Executive Committee by way of an appointed or elected position, past or present, this right is not expunged.

Section 2. The Executive Committee shall meet within ten (10) days of the close of the County Convention to approve the Budget for the fiscal year, and all appointed Committee Chairpersons. The Executive Committee shall also meet prior to the regular December, February and May meetings of the County Committee.

## **ARTICLE XI - COUNTY COMMITTEE**

Section 1. Each Post shall be entitled to one County Committee person plus one additional County Committee person for each one hundred fifty (150) members or major fraction thereof in excess of the minimum membership prescribed by ARTICLE V of this Constitution. Such membership shall be based upon the record of paid-up membership as shown on the books of the County Treasurer at the close of the fiscal year (June 30<sup>th</sup>) of the preceding year. Each Post shall be entitled to an Alternate for each County Committee person, who shall substitute for absent County Committee person in the order in which the names appear on the roster of County Committee person and Alternates submitted to the County Adjutant.

## **ARTICLE XII - DUES**

Section 1. Each Post shall pay annually dues to the County Treasurer and shall be voted on once a year at a regular County meeting in addition to whatever amount is required to be paid to the Department and National Organizations for each and every individual member. Such payments shall be made on or before the 20<sup>th</sup> day of the month following the payment by such member of their Post dues. The minimum annual dues of the individual members to be charged by a Post shall be the Department per capita plus County per capita.

Section 2. The dues retained by the County Organization, shall be placed in the General Fund.

## **ARTICLE XIII - QUORUM**

Section 1. A Quorum shall exist at a County Committee meeting when there are present accredited representatives from one-third (1/3) or more of the Posts entitled to representation thereof.

## **ARTICLE XIV - RULES**

Section 1. The order of business and rules of procedure of County Committee meetings shall be prescribed by the American Legion Manual of Ceremonies.

Section 2. Roberts Rules of Order Newly Revised, shall apply in all cases not covered by Section 1. of this ARTICLE.

## **ARTICLE XV - AFFILIATED ORGANIZATIONS**

American Legion Auxiliary - The Suffolk County Organization of the American Legion recognizes an Auxiliary Organization known as the 'American Legion Auxiliary, Suffolk County Committee, Department of New York'.

Sons of the American Legion - The Suffolk County Organization of the American Legion recognizes the 'Sons of the American Legion, Suffolk County Division, Department of New York'.

## **ARTICLE XVI - AMENDMENTS**

Section 1. This Constitution may be amended by a two-thirds (2/3) vote of the members of the County Committee present at any meeting thereof, provided that the said Proposed Amendment is read at the last preceding meeting of the County Committee and that fifteen (15) days written notice of the Proposed Amendment has been given to each County Committee and Post in the County Organization by the County Adjutant.

Section 2. This Constitution may be amended by a majority vote of the qualified representatives registered and voting at any County Convention without prior notice, subject to the following regulations:

- 1) The Proposed Amendment must be submitted by a Delegate or the Chairperson of a Standing Committee.
- 2) The Proposed Amendment must be in writing and delivered to the County Adjutant prior to the close of the first session of the County Convention.
- 3) The Proposed Amendment will be voted upon at the second session of the County Convention, immediately after the final report of the Resolution Committee.
- 4) Any amendments or changes to this Constitution shall not take effect until first having been approved by the Department Executive Committee.

## **BY LAWS SUFFOLK COUNTY ORGANIZATION THE AMERICAN LEGION DEPARTMENT OF NEW YORK**

### **ARTICLE I - NAME & OBJECTIVES**

Section 1. The name of this organization shall be Suffolk County Organization, Department of New York, The American Legion.

Section 2. The objectives of this organization are as set forth in the Constitution of the Suffolk County Organization, Department of New York, The American Legion.

### **ARTICLE II - MEMBERSHIP**

Section 1. The membership shall be divided into Posts. A Post may restrict its membership as it desires subject to the approval of the County Committee. Only persons eligible for membership in the American Legion shall be members of the Post. Applicants for membership must enroll in the American Legion and pay their dues to the Post before becoming members.

Section 2. No person shall be enrolled as a member of any Post unless, in addition to other requirements contained in the Constitution & By-Laws, they shall have signed an application for membership in such Post, which application shall state the full name and address of the applicant, the date of their enlistment, the date and place of their honorable separation from the service together with the name of the organization issuing same, and such other facts with regard to their military service as may be prescribed by said Post.

Section 3. Each Post shall be the judge of its own membership, subject to the restrictions of the National, Department and County Constitution & By-Laws; but a member may be suspended or expelled from the American Legion only upon due conviction of disloyalty, neglect of duty, dishonesty or other conduct unbecoming a member of the American Legion. All charges must be made under oath in writing by the accuser and no member in good standing may be expelled unless and except upon a fair trial in such manner and form as the Department Executive Committee shall prescribe.

### **ARTICLE III - POSTS**

Section 1. Each Post shall have a headquarters with a Post Office address to which all notices and documents may be sent. It shall be the duty of the Post, at the time of changing headquarters, to notify the County Adjutant of such new address and all notices and documents shall be held to have been duly sent to or served upon such Post when mailed to it at the latest address furnished. In default of a Post having furnished a new address, any notice or document shall be held to have been duly served upon the Post if the same is mailed to it at the address of its Commander or Adjutant or other members signing the application for charter.

Section 2. Each Post shall have a Constitution & By-Laws to govern its affairs, shall have officers to be known as Commander, three Vice Commanders, Adjutant, Finance Officer, Chaplain, Historian, Service Officer and Sergeant-at-Arms and shall have an Executive Committee. The Finance Officer shall be bonded. The Post shall subscribe to the Constitution & By Laws of the Suffolk County Organization and shall not incur any obligation in the name of any other Post, subdivision, organization, branch committee or group of members in the American Legion.

Section 3. Posts shall submit copies of their Constitution & By Laws and all amendments thereto through their respective County Organization (Suffolk) for approval by it and the State Organization (Department of New York).

Section 4. Each Post shall provide for election and appointment of standing committees on Americanism, Athletics, Child Welfare, Constitution & By Laws, Conventions, Finance, Gold Star Mothers, Graves Registration, Hospital Welfare, Legal and Legislative, Membership, Military Affairs, Post Activities, Publicity, Sons of the American Legion and such other subjects as may be prescribed by the County Committee or as may seem desirable. Immediately upon election or appointment of a chairman of any such Post Committee, the Adjutant shall certify his election or appointment to the County Committee in duplicate in order that a copy of same may be sent to Department Headquarters.

## **ARTICLE IV – COUNTY ORGANIZATION**

Section 1. On organization and at its annual meeting each Post shall elect its member or members of the County Committee, together with an Alternate or Alternates, which Alternate or Alternates shall act in the absence of the member or members at the County Committee meetings and thereafter, shall elect such additional member or members as and when is entitled thereto under the provisions of the County Constitution and shall certify to the County Adjutant the number of its paid-up members which entitle it to such additional representation.

Section 2. The County Committee shall pass upon every application for a Post Charter and upon the proposed Constitution & By Laws of each Post.

Section 3. At the County Convention, the County Commander Elect shall appoint, subject to the ratification by the County Committee within ten(10) days after the close of the Convention, Chairperson of all Standing Committees upon each of the following subjects: Americanism, Blood Program, Bowling, Boys State, Budget and Finance, Children and Youth/Child Welfare, Constitution and By-Laws, Color Guard, County Convention, Credentials, Department Commanders Visit, Department Convention Housing, Directory, Distinguished Guest, DMS, Education and Scholarships, Employment, Gold Star Parents, Hospital Welfare, Judge Advocate, Law and Order, Legionnaire of the Year, Legislative, Liaison to the Auxiliary, Long Island State Veterans Home Stony Brook, Membership, Military Ball, National Cemetery – Calverton, National Cemetery – Pinelawn, National Commanders Dinner, Nominations, Oratorical, Protocol, MIA/POW, Parliamentarian, Past Commanders Dinner, Post Activities, Post Charters, Public Relations, Resolutions, Scouting, Sons of the American Legion (Advisor), Special Olympics, Veterans Advisory, V.A. Volunteer Services, Ways and Means, Women in The American Legion and upon such other matters as the National, Department or County Committee shall direct.

Section 4. The County Commander, subject to the confirmation of the County Organization, shall appoint and may at pleasure remove the Adjutant and Service Officer, each of whom shall perform such duties as may be assigned by the Commander.

## **ARTICLE V – NOMINATIONS AND ELECTIONS**

Section 1. There shall be a County Committee on Nominations which shall consist of the Junior Past County Commander as Chairperson and the Post Commanders of all the Post in the Suffolk County Organization.

Section 2. It shall be the duty of the Committee on Nominations to report to the last meeting of the County Committee and to the County Convention a complete list of candidates for County Officers.

Section 3. A candidate for office must have the endorsement of a Post in Suffolk County, not necessarily their own, in order to be accepted as a nominee. In the event that there is more than one (1) properly endorsed candidate for any County office, the Committee on Nominations shall include all such candidates in their



reports and all such candidates shall be considered nominated for office except in the case for the office of County Vice Commander where only one (1) nominee from each Area will be recognized and they must be:

- 1) A member of a Post in the Area in which they seek office.
- 2) Nominated by a Post in the Area in which they seek office.
- 3) Elected by the Area prior to the report to the County Convention by the County Committee on Nominations.

Section 4. In the event that there be no one nominated for a particular position on the County Organization or no nominations for any of the County Officers in the manner as set forth above, then and only then, the County Committee on Nominations shall have the power to select a candidate or candidates, and the candidate or candidates so selected must meet the same requirements as set forth above in this ARTICLE and by the Constitution & by Laws of the Suffolk County Organization.

Section 5. The election of the County Officers at the County Convention shall be in inverse order as to the position the officer would fulfill on the County Staff, i.e. Sergeant-at-Arms shall be voted upon followed by the Historian and so on until the County Commander which shall be voted upon last.

Section 6. To be elected to officer, a candidate must receive a majority of the persons registered and voting.

#### **ARTICLE VI - DUTIES OF THE COUNTY OFFICERS**

Section 1. The Commander, five (5) Vice Commanders, Adjutant, Treasurer, Chaplain, Historian, Sergeant-at-Arms and Service Officer shall hold office for one (1) year and assume the duties of said office from the date of adjournment of the County Convention or until their successors are elected except for the Adjutant and Service Officer. They shall be members of the County Committee and the County Executive Committee.

Section 2. It shall be the duty of the County Commander to preside at all meetings and to have general supervision over all business and affairs of the County Committee and he/she shall act as Chief Executive Officer of the County Committee. He shall approve all orders directing disbursements of funds and shall make an annual report covering the business of the County Committee for the year, which shall be read at the annual meeting and a copy thereof immediately forwarded to the Department Adjutant. They shall perform such other duties as may be necessary for the proper administration of the Suffolk County Organization.

Section 3. The County Vice-Commanders shall assume and discharge the duties of the County Commander during his absence or disability. They shall also assist the County Commander in every way in conducting the affairs of the County Organization, accepting such duties as they may charge them with and carrying them out to the best of their ability. In addition, thereto, the Vice-Commanders

shall act as Area Commander and may appoint a Sergeant-at-Arms for their Area. The Vice-Commander in each Area shall hold a caucus of Post representatives in their Area prior to the last meeting of the County Committee on Nominations in order to select and elect a candidate to succeed them, and whose title of office shall be County Vice Commander.

Section 4. The County Commander shall be succeeded in office by a County Vice-Commander in all matters they may refer to a Vice-Commander who shall, upon request, preside over meetings of the County Committee or County Convention, and shall perform such other duties as are usually incident to the office.

Section 5. The County Adjutant shall give notice of all County Conventions, of all meetings of the County Committee and Executive Committee and shall conduct the correspondence and keep the records of the County Organization, including names, serial numbers and addresses of all Posts in the County, a list of members and Officers of all Posts in the County, a list of the members and Officers of the County Committee and shall keep the minutes of such conventions and meetings. They shall also be authorized, in the event of the death or resignation of the County Commander, to summon the County Executive Committee for the election of a successor.

Section 6. The County Treasurer shall be subject to the control of the County Committee, be charged with the collection and custody of the funds of the County Organization and shall keep the accounts thereof and present the records thereof at each regular meeting of the County Committee. Their accounts shall be audited annually by the County Finance Committee. They shall pay all bills audited and approved in such a manner as the County Committee shall prescribe. They shall give bond with sufficient surety to be approved by the County Committee and the Department Executive Committee for the faithful performance of their duties.

Section 7. The County Judge Advocate shall advise the County Officers, and the County Executive Committee on all matters, including the construction and interpretation of the County Constitution & By Laws, and perform such others duties as are usually incident to this office.

Section 8. The County Chaplain shall perform such divine and non-sectarian services as may be necessary, adhering to such ceremonial rituals as may be recommended by National and or Department Headquarters and the Suffolk County Organization from time to time, and shall perform such other duties as are usually incident to the office.

Section 9. The County Historian shall collect all records and data of value and interest to the Suffolk County American Legion, and shall compile during their term in office a complete history of the year's activities, for presentation to the Commander. They shall also assist Post Historians so as to coordinate and unify their work in compiling Post History Books.

## **ARTICLE VII – VACANCIES**

Section 1. Vacancies in the elective County Officers shall be filled by the Executive Committee for the un-expired term provided, however, that a vacancy in the office of County Commander shall be filled by the election thereto of a County Vice-Commander.

Section 2. Any elective County Office shall be considered vacant upon the acceptance by majority vote by the County Committee of the written resignation of the incumbent.

Section 3. Any elected County Officer who is absent from two (2) consecutive County Committee meetings will be notified by certified mail that they must give just cause of such absences to the County Committee at the next regularly convened meeting of the committee or they shall be removed from office and such office shall be declared vacant by a two-thirds (2/3) vote of the County Committee following such two (2) consecutive absences, and an election will be held at the next regularly convened meeting of the County Committee to fill the vacancy.

## **ARTICLE VIII – COUNTY CONVENTIONS**

Section 1. The annual meeting of the Suffolk County Organization shall be a County Convention called pursuant to the provisions of the County Constitution.

Section 2. Fifteen (15) days previous notice of the time and place of such convention shall be given in writing to each Post and to each Past County Commander who is a member in good standing in a Post under the jurisdiction of the Suffolk County Organization.

Section 3. Alternates will have the privilege of voting on the floor of the Convention only in the absence or inability of the regular delegates, but they shall have all other privileges of Delegates including the right of serving on committees.

Section 4. Each Post shall be assessed the sum of five dollar (\$5.00) for each Committee and Alternate Committee which shall be deposited in the County General Account. This sum shall be paid by the Post regardless of the number actually attending said Convention.

Section 5. County Convention Operating Procedures shall be in accordance with the June 5, 2021 Appendix to the Suffolk County Organization Constitution & By Laws.

## **ARTICLE IX – REPRESENTATION AT DEPARTMENT CONVENTIONS**

Section 1. At each County Convention or no later than thirty (30) days prior to the date of the Department Convention, there shall be elected four (4) Delegates and Alternates, two (2) of whom shall be the County Commander and the County Commander-Elect, and one additional Delegate and Alternate for each two-hundred fifty (250) paid-up members, or major fraction thereof.

## **ARTICLE X – PAYMENT OF EXPENSES**

Section 1. From the funds remaining in his/her hands after payment of the annual dues as provided in the Department and County Constitutions, the Treasurer shall pay the current expenses at the County Organization as may be directed by the County Committee. They shall also pay such sums to the Delegates from the County to the Department Convention who are actually in attendance and as may be approved by the County Committee and the County Convention.

## **ARTICLE XI – REGULATIONS**

Section 1. In the carrying out of their duties, the County Commander or the Commander of the Division to which the Post belongs, or their duly elected representatives, shall have the right to attend any regular or special meeting of a Post, or a Post Committee, and at such meeting, shall be accorded the courtesies and prerequisites of their office.

Section 2. The County Committee is authorized to make and propose regulations for the organization, management and conduct of the County Organization and the Post thereof provided, however, that such regulations are not inconsistent with National, Department and County Constitution and By Laws.

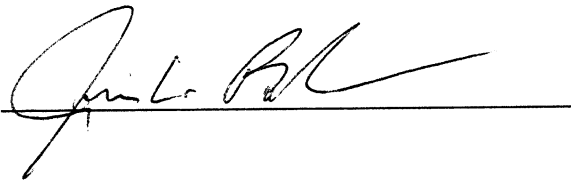
## **ARTICLE XII – AMENDMENTS**

Section 1. These By Laws may be amended by a two-thirds (2/3) vote of the members of the County Committee present at any meeting thereof, provided that the said Proposed Amendment is read at the last preceding meeting of the County Committee and that fifteen (15) days written notice of the Proposed Amendment has been given to each County Committee person and Post in the County Organization by the County Adjutant.

Section 2. These By Laws may be amended by a majority vote of the qualified representatives registered and voting at any County Convention without prior notice, subject to the following regulations:

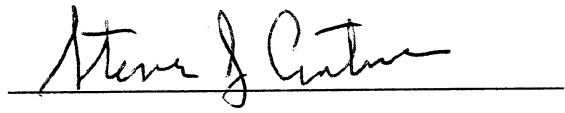
- 1) The Proposed Amendment must be submitted by a Delegate or the Chairperson of a Standing Committee.
- 2) The Proposed Amendment must be in writing and delivered to the County Adjutant prior to the close of the first session of the County Convention.
- 3) The Proposed Amendment will be voted upon at the second session of the County Convention, immediately after the final report of the Resolution Committee.
- 4) Any amendments or changes to this Constitution shall not take effect until first having been approved by the Department Executive Committee.

The above referenced Constitution and By-Laws or revisions thereto for The American Legion Suffolk County Committee were approved/revised at a meeting of the County membership held on the fifth day of June, 2021.



**Jimmy Beecher, County Commander:**

Date: 1/8/2022



**Steven Antonucci, County Adjutant:**

Date: 1/8/2022



# *The American Legion*

*Department of New York*

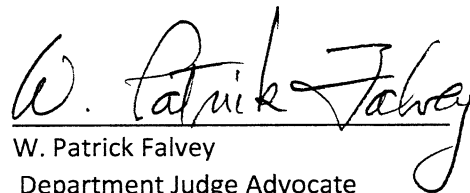
*1304 Park Boulevard, Troy, New York 12180*

January 19, 2022

The foregoing amended/updated Constitution and By-Laws with changes/amendments thereto, passed by the membership of The Suffolk County Committee, Department of New York on June 5, 2021, are hereby approved pursuant to Article IX, Section 3, of the Department Constitution this 19<sup>th</sup> day of January 19, 2022.

NOTE: Any future additional amendments and/or revisions shall not take effect until first being approved by the Department Executive Committee.

Dated: January 19, 2022

  
W. Patrick Falvey  
Department Judge Advocate

*(Tel) 518-463-2215 (Fax) 518-427-8443 (E-Mail) info@nylegion.org (Website) www.nylegion.net*

**"FOR GOD AND COUNTRY"**



# The American Legion

Department of New York

1304 Park Boulevard, Troy, New York 12180

FRANK LAMARSH  
Department Commander

James W. Casey  
Department Adjutant

1/19/22

RE: C&BLS - SUFFOLK COUNTY Committee

Dear Adjutant Casey:

Enclosed please find the amended/ revised Suffolk  
County Committee C&BLS approved by me  
on today's date.

These are now ready for filing and scanning.

Very truly yours,  
Patrick Falvey  
Dept. Judge Advocate

cc/encd.

✓ Robert S. Shadler  
2173 Cedar Ave.  
Roxkon home, NY  
11779-6622  
631-467-3428

APPENDIX  
TO  
CONSTITUTION & BY LAWS  
Suffolk County Organization  
The American Legion  
Department of New York

Amended June 5, 2021



## ARTICLE I – CONVENTION OPERATING PROCEDURES

- 1) This appendix shall be included with the County Constitution and By Laws, to be known as Convention Operating Procedures.
- 2) This appendix may be amended in the same manner as provided in ARTICLE XII of the By Laws of the County Organization.
- 3) The County Commander shall add to his list of standing Committees, and submit to the County Committee for ratification the names of:
  - a) County Convention Committee Chair Person.
  - b) County Convention Rules Committee
  - c) County Convention Credentials Committee
- 4) The Standing Committee on Resolutions shall also serve as the County Convention Resolutions Committee.
- 5) The County Convention Parliamentarian shall not be a member of the Rules Committee.
- 6) The Annual County Convention will be held on the second Saturday in the month of June. As an alternative to this date, the County Committee, at a regularly convened meeting may set the Convention for any Saturday during the month of June.
- 7) Voting strength of each Post shall be determined by the paid-up membership submitted to the County Treasurer at the close of the fiscal year (June 30<sup>th</sup>) of the preceding year.
- 8) The registration fee for each Committee Person, Alternate Committee Person to which each Post is entitled shall be Five dollar (\$5.00), whether or not he attends the Convention.
- 9) On or before the April meeting of the County Committee, the Convention Badge Chair Person shall submit for approval by the County Committee the proposed Convention Badge(s), and its or their cost, which cost shall be a charge against the General Fund of the County Organization.
- 10) The County Convention Rules Committee shall submit to the County Adjutant by the April meeting the proposed Rules for the Annual Convention.
- 11) The Convention Call and proposed rules shall be mailed or e-mail to each Post not later than May 15<sup>th</sup>.
- 12) a) A Post wishing to bid for the County Convention to be held at the close of the next administration shall so notify the current County Convention Site Chairman, in writing, together with a certification that it can meet all the requirements of all sections of Rule 13 hereof, prior to the close of the April County meeting. That is two months prior to the date of the convention for which they are bidding. Convention Site Chair Person shall announce the names of all satisfactory bidders at the April County meeting and they shall be voted upon.

- 12 b) If the Site of the next County Convention has not been awarded to a Post in accordance with the provisions of item 12 a. above, then the following procedure shall apply:  
In the absence of any bids at this time, it shall become the duty of the Convention Site Chairman to secure a suitable site by the May meeting of the County Organization. In the event the Chairman is unsuccessful, the County Organization shall arrange for the County Convention
- 13) Convention Bidders must be prepared to meet the following minimum requirements, to be certified thereto on the formal Convention application:
- A)
- 1) A Convention Hall with minimum seating capacity for one hundred.
  - 2) One Caucus room.
  - 3) Adequate public address system.
  - 4) First aid and safety facilities.
  - 5) Three registration desks.
- B) Convention Day
- 1) The Host Post will provide a continental Breakfast.
  - 2) Registration will be from 9am until 1pm.
  - 3) Post Everlasting will start at 11:00am
  - 4) Luncheon after post Everlasting.
  - 5) Convention will begin at 1:00pm.
  - 6) The Installation of County Officers after Convention.
- 14) At or before the April meeting, if the site of the next convention has not yet been chosen; and, if the site has been chosen, at or before the County meeting following the selection of the Convention site, the County Commander shall announce his appointments of the Committee Chair Person for the following committees:
- 1) Parliamentarian.
  - 2) Credentials – Resolutions and Rules (all previously announced).
  - 3) Distinguished Guest – includes corsages and floral presentations.
  - 4) Department Convention Delegates Nominations and election.
- 15) The County Commander shall upon the recommendation of the host Post appoint the following Convention Chair Person:
- 1) First Aid
  - 2) Housing and information
  - 3) Journal
  - 4) Safety
- 16) Each Area Commander shall submit the names of the following to the County Commander and to the County Convention Chair Person:
- 1) One registration clerk
  - 2) One election teller
- 17) Finance: From the Convention Fund the County Organization shall appropriate the sum of one thousand Dollars (\$1,000) for the cost of the convention. From this appropriation, the County Treasurer, after submission of bills approved by

the County Convention Chair Person, is authorized to make disbursements for the following expenses:

- 1) Cost of the rental of the meeting hall.
- 2) Corsages and floral presentations.
- 3) Refreshments and Luncheon for Delegates and Alternates.
- 4) Miscellaneous items.

Any unexpended funds remaining in the General Fund Account shall be held in that account for use in succeeding years.