

# **PREPARING A PROPOSED AMENDMENT TO THE NATIONAL BY-LAWS**

Proposed amendments to the National By-Laws must have Department approval if submitted by a Post, District or County Council, and should be sent to national headquarters at the close of the department convention and **must be received by the Adjutant General by the first working day in July** in order that they may be publicized as required by Article XIV of the National By-Laws before being put before the national convention for action.

A proposed change to the National By-Laws, Manual of Procedure & Ritual or Congressional Charter must be submitted as such, not as a resolution.

Such proposed amendments must be definite and specific as to the material to be deleted or added, containing the exact wording of the proposed change. Any wording from the by-laws must be from the latest printed edition.

\*\*\* By-Law changes not in proper form, unclear as to meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.

If you require help composing a proposed change to the bylaws, please contact us for advice and assistance in properly preparing a proposed amendment to be voted upon by your department convention.

## **EXAMPLES**

Proposed Amendment to National By-Laws proposed by Department of \_\_\_\_\_.

### ARTICLE VII—MISCELLANEOUS PROVISIONS

Section 709 – Control of Units.

Amend Section 709--Control of Units, National By-Laws, by deleting the words “two-thirds (2/3)” in the sixth paragraph and inserting, in lieu thereof, the following:

“majority”.

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Proposed Amendment to National Manual of Procedure proposed by Department of \_\_\_\_\_.

### ARTICLE V--DEPARTMENTS

Section 518 – Officers: Duties and Obligations.

Amend Section 518—Officers: Duties and Obligations, (a) Officers. (1) Commander., Manual of Procedure, by adding after paragraph k., paragraph l. Plan and organize all social functions.

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Proposed Amendment to National Ritual proposed by Department of \_\_\_\_\_.

Amend the Ritual by deleting on page 44, in the last sentence of the Member’s Obligation, the words “and a citizen of our great republic.”

Further amend by placing a period after the word “comrade” in the same sentence.

## **PREPARING A PROPOSED RESOLUTION**

The policy of the Veterans of Foreign Wars is established by resolutions adopted by the delegates attending Department and National Conventions. Most such resolutions originate at the Post level and are passed through the District and Department before being acted upon at a National Convention. Many times, an otherwise worthy idea gets nowhere merely because it is not correctly presented.

A resolution contains two separate parts; a statement of the problem to be solved, and the proposed solution to the problem. The problem is outlined in the “*WHEREAS*” clauses, and the proposed solution is given in the “*RESOLVED*” section.

The “*RESOLVED*” section of a resolution should be complete in itself without depending on the “*WHEREAS*” clauses to give it meaning.

### **EXAMPLE**

WHEREAS, the rising cost of living has created an intense hardship on those disabled veterans whose only income is a meager pension check; now, therefore

BE IT RESOLVED, that we petition Congress to enact legislation which would provide a substantial increase in non-service connected pension rates.

(Note: The “*RESOLVED*” section has a proposed solution that makes sense and can stand alone without the “*WHEREAS*” clause giving it meaning.)

A resolution may deal with a local problem, It needs no action on a level higher than that of the Post. If the problem concerns an area larger than that served by the Post, it should, after Post approval, be presented before the District or County Council. All resolutions of statewide, regional or national concern must be acted upon by the Department Convention. Those resolutions approved by a Department Convention, which affect persons or matters outside the state boundaries, must be forwarded to the National Convention for final disposition.

When submitting resolutions to the Department Convention, a notation on the bottom should show the previous action taken ... approval by Post and, if applicable, by the District or County Council.

Since the Department and National Conventions are held once a year, it is important that Post resolutions be acted upon and submitted to the Department Adjutant at least a month prior to the opening of the Department Convention.

Resolutions not in proper form, unclear as to meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.

## **HANDLING OF RESOLUTIONS**

The policy of the Veterans of Foreign Wars is established by resolutions adopted by the delegates attending Department and National Conventions. Most such resolutions originate at the Post level. All resolutions of statewide, regional, or national concern must be acted upon by the Department Convention. Those resolutions approved by a Department Convention, which affect matters outside state boundaries, must be forwarded by the Department Adjutant to the National Convention for final disposal. A resolution disapproved by the Department Convention or not acted upon by the Department Convention will not be considered by the National Convention. Approved resolutions affecting matters outside state boundaries, should be sent to national headquarters at the close of the department convention and **must be received by the Adjutant General by the first working day in July** before being put before the national convention for action.

Resolutions may also be originated by Department officers or by the Department Convention itself and acted upon by the Department Convention. A National Officer may originate a resolution concerning National affairs and submit it directly to the National Convention without Department action. Likewise, a National Convention Committee may originate a resolution and present it for approval during the National Convention.

Policy set by the National Convention is binding upon all subordinate units of the Veterans of Foreign Wars. No Post or Department is permitted to take any individual action or espouse any cause contrary to the National By-Laws or to the actions of the National Convention except that it may propose changes in policy by the preparation of a resolution for consideration as outlined in Preparing a Proposed Resolution.