

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

Amended June 14, 2003

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 Chairman, Secretary and Treasurer.
 - b) County Convention Rules Committee – three members
 - c) County Convention Credentials Committee – three members.
- 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 Friday and 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 Friday and the following Saturday during the month of June. Or as a further 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 30th) of the preceding year.
- 8) The registration fee for each Committeeman, Alternate Committeeman to which each Post is entitled shall be one dollar and fifty cents (\$1.50), whether or not he attends the Convention.
- 9) On or before the January meeting of the County Committee, the Convention Badge Chairman 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 Convention Fund of the County Organization.
- 10) The County Convention Rules Committee shall submit to the County Adjutant by the December meeting the proposed Rules for the Annual Convention.
- 11) The Convention Call and proposed rules shall be mailed to each Post not later than March 15th.

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 fourteen months prior to the date of the convention for which they are bidding. Convention Site Chairman shall announce the names of all satisfactory bidders at the May County meeting and they shall be voted upon at the current County Convention.

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:

- 1) Bids for the County Convention must be submitted to the Convention Site Chairman prior to the close of the December meeting.
- 2) The Convention Site Chairman will supply all bidders with bid forms, which must be completed and returned to him prior to the January meeting.
- 3) Acceptable bids will be announced at the January meeting and voted upon by the County Committee at its February meeting.
- 4) 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 February 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 six hundred.
- 2) Six Caucus rooms.
- 3) Hospitality Room.
- 5) Adequate public address system.
- 6) Secretarial equipment to include typewriter and adding machine.
- 7) Post Location signs.
- 8) First aid and safety facilities.
- 9) Six registration desks.

B) Refreshments for Convention Delegates and Alternates following each Convention session.

C) Convention Ball.

- 1) Facilities for the Installation of County Officers.
- 2) Entertainment.

- 14) At or before the October 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 Chairman for the following committees:
 - 1) Department Convention Housing.
 - 2) Parade and Contest.
 - 3) Parliamentarian.
 - 4) Program.
 - 5) Publicity.
 - 6) Tellers
 - 7) Credentials – Resolutions and Rules (all previously announced).
 - 8) Distinguished Guest – includes corsages and floral presentations.
 - 9) Department Convention Delegates Nominations and election.

- 15) The County Commander shall upon the recommendation of the host Post appoint the following Convention Chairman:
 - 1) Decorations
 - 2) Entertainment
 - 3) First Aid
 - 4) Housing and information
 - 5) Journal
 - 6) Photographer
 - 7) Safety

- 16) Each Division Commander shall submit the names of the following to the County Commander and to the County Convention Chairman:
 - 1) One assistant Sergeant-at-Arms
 - 2) One Parade Aide
 - 3) Two registration clerks
 - 4) One election teller

- 17) Finance: From the Convention Fund the County Organization shall appropriate the sum of two thousand four hundred Dollars (\$2,400) for the cost of the convention. From this appropriation, the County Treasurer, after submission of bills approved by the County Convention Chairman, is authorized to make disbursements for the following expenses:
 - 1) Cost of the rental of the meeting hall.
 - 2) Corsages and floral presentations.
 - 3) Hospitality Room for Distinguished Guest.
 - 4) Music for Convention Hall.
 - 5) Refreshments for Delegates and Alternates.
 - 6) Miscellaneous items.

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

AMENDMENTS

February 2, 1996 – General Membership Meeting

AMENDED - Article I, Section 6

FROM:

The Annual County Convention will be held on the second Friday and Saturday in the month of June. An exception will be made when Flag Day occurs on either the second Friday or Saturday; the dates will then be the third Friday and Saturday in the month of June.

TO:

The Annual County Convention will be held on the 2nd Friday and the following day in the Month of June. An exception will be made when Flag Day occurs on the 2nd Friday or the following day. In that event the Convention will be held the previous week or one week later, as voted on by the County Committee.

June 15, 2002 – County Convention – Resolution #1

AMENDED - Article I, Section 6

FROM:

The Annual County Convention will be held on the 2nd Friday and the following day in the Month of June. An exception will be made when Flag Day occurs on the 2nd Friday or the following day. In that event the Convention will be held the previous week or one week later, as voted on by the County Committee.

TO:

The Annual County Convention will be held on the 2nd Friday and the following day 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 Friday and the following Saturday during the month of June.

June 14, 2003 – County Convention – Resolution # 1

AMENDED - Article I, Section 6

ADDED THE WORDS:

Or as a further alternative to this date, the County Committee, at a regularly convened meeting may set the Convention for any Saturday during the month of June.