



THE AMERICAN LEGION
Veterans Strengthening America

Resolutions and Reports

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Helpful Hints for Legionnaires in the Writing of Resolutions

Preface

This guide has been developed to assist American Legion staff and volunteers to be as consistent as possible in composing and writing resolutions. This booklet does not replace rules and regulations adopted by posts or departments; rather, it is designed to offer guidance on established norms. Although relatively comprehensive, it is not all-inclusive and represents commonly accepted practices and terms.

The suggestions concerning the creation of a resolution at the local level should help to demystify an important activity within The American Legion. A Legionnaire should always be mindful of local regulations and variations. A detailed explanation of the resolution process at the national level is provided so a resolution's author can better see the overall development from conception to fruition of a mandate at the national level.

The writing of reports consists of two main sections. The first section lays out a simple style of report suitable for submission to either a National Convention or National Executive Committee meeting. The second section is a specialized style used for writing a report to be submitted as part of The American Legion's report to Congress. These styles can be adopted fairly easily at the department and post levels.

The bibliography lists recommended resources that may help in the following areas:

- Current awareness and historical background
- Resolutions, rules, regulations and by-laws
- Style, spelling and grammar

There is an appendix that illustrates some of the forms used to help regulate the official written business of The American Legion.

Resolutions

Resolutions are Vital to the Legion's Mission

At the beginning of each year, many of us make New Year's resolutions. And then often we forget about them or put them in the back of our minds, hoping no one will remind us of what we have committed ourselves to. For many of us, it's just a silly game.

The resolution process is no game to The American Legion. In fact, it's serious business. Without resolutions, our organization would have no guidance in developing programs, allocating funds to help veterans, or targeting Congress concerning issues that affect you, me and the rest of this great country of ours.

Resolutions tell those in leadership roles what our members want. One of the commander's responsibilities is to make sure each resolution truly reflects the sense of the action taken by the membership and is presented in the best possible form. As adopted by your membership, a resolution represents a formal expression of the official opinion of your post, district, county, department or national organization. Many are written by dedicated Legionnaires, and when approved by the local membership, resolutions could proceed to the next step - the district or county or directly to the department level to be dealt with at an executive committee meeting or convention.

With formal authorization at the department level, the resolution may be sent to National Headquarters, where it is registered for either the Subcommittee on Resolutions for the National Executive Committee (NEC) or the National Convention Resolutions Assignment Committee. The resolution is then forwarded by the national adjutant to the appropriate national-level commission or committee for study. Finally, either the National Executive Committee or the National Convention delegates vote on the recommended action.

The following describes the writing and submission of a resolution at the post level.

What is a Resolution?

A resolution is a description of a problem or situation that is then followed by a suggestion as to how to correct it. It might also be a statement or declaration as to the policy of a certain matter in which The American Legion believes. It consists of two parts: the preamble (description of the problem) and the resolving clause (how the local post or even the national organization should solve the problem or support the issue). The entire resolution should be one long, continuous sentence with the preamble clause(s) first and the Resolve clause(s) second.

Any Legionnaire should be able to write a resolution. You do not have to be a post officer. But along the way, you might need the help of other post members. During this process, your resolution might change somewhat. Input from the county or state level might add to the arguments or improve style and grammar. And if the resolution makes it to the national level, a committee of specialists will study the matter and recommend whether or not the organization should support it with a resolution adopted at one of the national meetings. Upon adoption at the national level by the NEC or National Convention, the proposal becomes the position of The American Legion.

Does what you write really matter? Before the 1944 GI Bill of Rights was passed by Congress, there were calls by posts, in resolution format, for educational and health benefits for World War II veterans. Before the Oratorical Contest or American Legion Baseball became national programs, someone had a dream that these worthy local events could become programs at the national level. Resolutions tell leadership what members want. Resolutions help leadership make decisions.

It may be too late for you to make a New Year's resolution, but it's never too late to write an American Legion resolution. A resolution originating at your post may become one of the legislative mandates the president of the United States sees on their desk in the White House soon after the close of The American Legion's National Convention. If your post seeks to be a leader in the policies and practices of the Legion, it can do so only through the resolution method. You do have the power to influence what happens in The American Legion and in this great country of ours, but only if you resolve to do it.

Legal Issues

A resolution is the device by which a corporation formally grants authority to act in its name or to function. Hence, it needs to be absolutely clear and precise in the authority granted.

The facts upon which a resolution is based should be very thoroughly researched and verified. A resolution should NOT defame or cast aspersions. This can lead to significant liability for defamation of character or libel and slander. It is always appropriate to add documentation. This is especially true if the facts or issue might be unfamiliar to commission members, the Subcommittee on Resolutions of the NEC or the members of the NEC. This becomes even more appropriate at a National Convention.

Starting the Process: Putting Pen to Paper

What are the facts? Are you just angry at a situation and later, once you have had a good night's sleep, the "mountain" becomes a "molehill?" Are others upset, just like you are, and wondering what to do to change the situation? Does the issue seem to be a problem affecting the whole community? Is the situation based on hearsay, or have you read about others addressing the issue? There doesn't have to be controversy for a resolution to be written. Perhaps you would like to add another charity to the list of those to which your post contributes. Gather as many facts as you can and start the process with the written word. But before rushing to compose a resolution, a number of fundamental questions should be asked about the subject matter. Time spent at this stage can help avoid a major rewrite later on.

The importance of good writing technique and proper attention to grammar and spelling is essential. It may mean the difference between an easy passage of the resolution at your post meeting or needing to stand up in front of your post members to attempt to clear up misunderstandings as to what it is you are presenting to them.

Subject of the Resolution

The preamble to the constitution of The American Legion can be used as a general guide as to the boundary within which subject matter should be kept. American Legion posts should also be wary of becoming a channel through which non-Legion organizations seek to achieve their own goals.

If you are considering transmitting the proposal beyond your post, you should ensure the subject matter is really germane (i.e., relevant) to the principles of our organization.

- Does The American Legion consider such a position within the mandates as outlined in its preamble, i.e., is it germane?
 - » A resolution that calls for saving the environment of the spotted woodpecker might make some people happy, but what does this have to do with the main mission of The American Legion? The Legion, however, might support legislation that would open up the Arctic National Wildlife Refuge Coastal Plain for oil exploration since it impacts on our national security and economic well-being as a nation.
- Does The American Legion already have a current position on the subject?
 - » Submitting a resolution on a subject that concerns something the Legion already has a position on serves no purpose and means the probable action of the national organization to the resolution would most likely be "received and recorded." Essentially, "received and recorded" indicates that no further action will be taken.
- Can the subject matter be taken care of administratively without the need for a resolution?
 - » A resolution that asks for the post leadership to hold a "bring and buy sale" is most likely not required. Most posts will have something in place that will process such recommendations in a quick manner, such as a suggestion box.
- Does the resolution involve a local issue?
 - » Writing a resolution that recommends a plaque be presented to a local VA official is fine for the post to establish. But there really is no reason for that resolution to be sent to the county or department headquarters asking that further action be taken. Such a post resolution might accompany an information letter sent to the department just to show the kind of activity in which the post participates.
- What legislation is involved?
 - » Avoid quoting references to the numbers or titles used in proposed legislation (i.e., bills) in your resolutions, whether the bills proposed are at the local, county, state or national level. The text of these bills

may change to such an extent that you end up appearing to support legislation that is not good for veterans or your particular cause. Always write directly about the subject, not a title or bill number.

- Is it reasonable that the intent of the resolution can be realistically attained?
 - » Calling for the elimination of terrorism sounds great, but why draft such a resolution if it cannot be realistically accomplished, unless there are sound ideas and suggestions in the resolution as to how this can be done?
- Does the resolution deal with a politically sensitive issue, such as the recommendation of a political appointment?
 - » Recommendations as to who should be appointed to a government job takes us too close to a political action, and the Legion shall be absolutely nonpolitical as per Article II, Section 2, of the constitution of The American Legion that states, “The American Legion shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment.” This is also stated in the Corporate Charter, 36 USC Section 21706: “The corporation shall be nonpolitical and may not promote the candidacy of an individual seeking public office.”
- Is the resolution in proper format?
 - » If an amendment to The American Legion’s constitution is not specific as to what the writer wants as an action, and if there is not a written description of what such change should be, the resolution will most likely be ruled out of order.
 - » Further guidance to writing a resolution to change The American Legion’s constitution can be found later on in this guide.
- Should The American Legion be involved in the issue?
 - » Because we normally do not have research physicians on staff to make a recommendation to the Department of Veterans Affairs as to the suitability of a particular medication over another, we should not advocate use of a specific medication. But you certainly could call on VA to use the most appropriate medication to treat the patients under their care, regardless of cost.
- Simple or complex?
 - » Each resolution should be about one subject. Don’t combine different objectives into one resolution, such as increased funding for the Army and better voting provisions for troops overseas. Submit two separate resolutions in the case of two different objectives.

The Written Word: The Resolve Clause

As in other organizations, such as the United Nations or Congress, resolutions contain two major sections. They shall be prepared in appropriate form, beginning with a preamble - of which each clause begins with “Whereas” followed by statements of fact - and shall conclude with a resolving clause or clauses that shall specifically set forth what statement or declaration is to receive action of the post executive committee. Such a resolving clause or clauses might contain the following leading language, depending on post rules, but to include the identification of resolving authority, the circumstance and place of the action, and the date of the action:

RESOLVED, By Post No. 1, The American Legion, Department of (name), in regular [or special] meeting assembled in (place and date), That (etc.).

This clause should be uniform for each resolution. At National Executive Committee meetings or National Conventions, the wording is similar:

RESOLVED, By the National Executive Committee of The American Legion in regular [or special] meeting assembled in Indianapolis, Indiana, on (date or dates), That ... (etc.)

The word “That” immediately following the resolving clause introduces the clause that is the object of the verb RESOLVED. It helps the reader find the point at which the substance of the resolution begins and should be the strong and unmistakable statement of intent.

Each resolution should deal with one subject. But sometimes it is necessary to attach additional clauses to a resolution's resolving section to cover matters closely related to the main intent. It is useful to provide additional details to spell out how and by whom the intent of the resolution is to be carried out or accomplished.

“RESOLVED, By Post No. (etc.) ..., That (etc.) ...; and, be it further

“RESOLVED, That (etc.) ...; and, be it further

“RESOLVED, That (etc.) ...; and, be it finally

“RESOLVED, That (etc.)

As you see, the identifying information is stated once, in the first paragraph of the resolving section of the resolution, and is not repeated in the following paragraphs.

The Resolve clause(s) should be able to stand on its own, even without the Whereas clause(s) preceding it.

The Written Word: The Whereas Clause

Although the preamble, consisting of Whereas clauses, comes first in the resolution, it should be written after the Resolve clause(s) has been completed. Once the intent of the resolution has been clearly stated, it is much easier to put together the statements needed for understanding why you wanted to write the resolution in the first place. That is, it should contain a statement of fact that is logically related to the intent of the resolution and explains and justifies the need for the resolution. Note that each clause would stand alone as a complete sentence if the “WHEREAS” was removed and a period was used in place of the semicolon at the end.

“WHEREAS, The presentation of Department Firefighter of the Year Awards reflects great credit on firefighters, communities and states and on The American Legion; and

“WHEREAS, According to The American Legion’s Consolidated Post Report ... (etc.); now, therefore, be it

“RESOLVED, By Post No. ... (etc.), Department of ..., in regular meeting assembled in (place and date) ..., That The American Legion should consider establishing a National Firefighter of the Year Award.”

There is no formula for deciding how many Whereas clauses should be in the resolution. In general, the fewer the better, provided the reasons for the resolution are adequately stated. Do not go into such detail that the resolution becomes a long, drawn-out document that redirects the reader from the real intent of the resolution found in the Resolve clause.

Study the resolving section of the resolution first and get the exact purpose of the intent firmly in mind. Then start writing down statements of fact that relate to this purpose. Organize the facts into a logical sequence and begin each one with a “WHEREAS.” When the picture has been described, follow with how The American Legion intends to correct or resolve the situation.

See Form 1a at the end of this document for an example of a well-written resolution.

Supporting Documentation

When reasonable and possible, supporting material you submitted should accompany the resolution from your post to the department, and then on to National Headquarters. Often the subject matter is such that it may not be required. But there should be an indication that supporting documentation had been furnished by either the department or post or other submitting authority.

Supporting documentation might consist of newspaper articles, printings from websites, letters from individuals, annual reports or similar material.

Format and Technical Details

Because of the weighty nature of resolutions, the significance of the topics and the influence these have with the general public and our political establishment, precision to the writing is important. Suggestions include:

- using a word processor with a spell and grammar checker
- having someone else read over the resolution, especially someone who doesn’t know too much about the subject

- using a font that is easy and large enough to read, either Times Roman or Arial, and no less than 12 point in size
- **Bolding** the Resolve clause(s)

Your post constitution and by-laws may give you the procedure to follow as to how your completed resolution should be submitted at your post meeting. It may be that you are required to stand up at the next meeting and deliver a verbal rendition of the resolution. Or you may need to write the argument on a sheet of plain white paper. Perhaps the post has a special form to use. Following the correct path will mean that no time will be lost resubmitting the resolution.

Some posts use the following clause in their by-laws: “All resolutions of state or national scope presented to this post by a member or reported to this post by a committee shall merely embody the opinion of this post on the subject and copy of same shall be forwarded to the department headquarters for its approval before any publicity is given or action other than mere passage by the post is taken.”

Notice in the above paragraph that a standing committee, in addition to a member, might present a resolution. Such a committee could have been approached by a member who, for whatever reason, is reluctant to put “pen to paper.” The committee might actually have better resources or knowledge of the subject so that a more appropriate study could be undertaken.

When a standing committee meets during a formal order of business at a post meeting, the chairman will present a report to the membership present. If there are no objections raised, the report will be accepted. If it contains resolutions or recommendations for future action, a motion should be made by the reporting member “to adopt the resolutions or recommendations that may be amended in exactly the same manner as any main motion.”

So, too, a special committee may become involved in the business of the post meeting. They are appointed for special purposes and are automatically discharged when the special duties for which they were created are completed and their final report is made to the organization. After the motion to adopt the resolution is made, discussion and amendment can follow. Only after it is clear to everyone what the issue is and that there is satisfaction as to how the resolution is composed will a vote be taken.

Your Post Adopts a Resolution. Now What?

Your post has adopted a resolution. Your post officers think the subject matter is important for state and national levels of The American Legion to consider for their agenda. Your post cannot send it directly to National Headquarters to be considered by the National Convention or National Executive Committee. Your department rules may require that it be sent to the next level (county or district) or sent directly to the department headquarters. Follow your department’s procedures! Because departments process their resolutions in different ways, let’s assume your department has adopted it at that level, either via the Department Executive Committee or Department Convention. Let’s also assume that the department believes that the subject matter has relevance at the national level as well and forwards it to Indianapolis for consideration. Now what?

National-Level Resolutions

Generally, both the National Convention and the National Executive Committee have the same authority to consider the same subject matters and pass resolutions.

Exceptions include:

- Only the National Convention can set the national dues (Constitution Article X, Section 2)
- Only the National Convention can change the Constitution and By-Laws, which includes recommending to Congress that the eligibility criteria be changed
- Only the National Executive Committee can allocate, or spend, the monies of the national organization (By-Laws Article I, Section 5)
- The National Executive Committee sets the time and place of the National Conventions (Constitution Article V, Section 2)

Amending the National Constitution and By-Laws

Amendments to the American Legion National Constitution and National By-Laws or corporate charter are proposed by resolution. However, a number of special rules apply to such resolutions.

The corporate charter, national constitution and national by-laws are the organic documents of the organization. As such, these documents must not ever be in conflict. They must always be crystal clear. In addition, a number of procedural rules pertain to the amendment process.

Amendments to the constitution are made by following the provisions of Article XV of the National Constitution of The American Legion. Amendments to the by-laws are covered in Article VIII of the by-laws. These two articles track each other and are identical in operational terms.

Thus, any time a section is amended that relates to another section or article, both must be, at the very least, checked for consistency. For example, an amendment to Article IV, Section 1, on eligibility covering dates of service can only be passed when an amendment to Article XIII, Section 2 (dates of service for Auxiliary members) is included. Both amendments can only take place when the corporate charter is amended because the dates are also in the corporate charter. This requires an act of Congress and, therefore, time. Hence the requirement that the resolution specifies that the amendment will not actually take place until the corporate charter is amended. In addition, any amendment to the dates must be absolutely clear. In other words, one period of time may not actually overlap with another. Thus, there can only be one reference to the “date of cessation of hostilities.”

Another requirement of the amending process is the principle that the National Convention must vote on the amendment. This means it must vote upon the exact language. Hence, proposals for amendments to the national constitution and/or by-laws that provide that the amendment will be drafted after approval or provide only minute details are out of order. The amendment needs to provide the exact language of the complete section being amended as it will read after the amendment. In this way, the convention will know what it is voting on and everyone will know what the convention did. Moreover, amendments must be germane to the purposes of The American Legion and should be based upon all relevant facts.

Although the National Executive Committee cannot make changes to the constitution and by-laws, it can adopt a resolution requesting that the delegates at the National Convention take action to make the change.

Legislative Intent

The American Legion is concerned about many issues, including support of like-minded organizations such as the Boy Scouts, to ensure the efficient implementation of major Legion programs. But we go further in publicizing our positions. We state our position to the legislative body of the country, the U.S. Congress. This body, composed of the House of Representatives and the Senate, gives direction to the welfare of veterans, national defense and principles of Americanism, among other areas of concern to The American Legion.

Any resolution passed by a National Convention or the National Executive Committee can be used to support legislation being considered by Congress. It is important to keep this in mind when drafting a resolution. Sometimes you will want to be as specific as possible regarding the issue in question. Specific intent makes it clear when an issue is resolved with new legislation. On the other hand, a more general resolution can help support long-term issues.

When writing a resolution, avoid quoting references to the numbers or titles used in proposed legislation (i.e., bills) in your resolutions, whether the bills proposed are at the local, county, state or national level. The text of these bills may change to such an extent that you end up appearing to support legislation that is not good for veterans or your particular cause. Always write directly about the subject, not a title or bill number.

Meetings and Forms

The following describes the two types of bodies that adopt resolutions at the national level, which may help you understand the entire resolution process a little better.

Because of the official nature of the process, department and National Headquarters staff who assist the commissions and National Convention committees are required to use a specific approved form on which to place the resolution.

National Executive Committee Resolutions

In the “Rules of the National Executive Committee of The American Legion,” Rule 3, “Duties and Powers,” the National Executive Committee is empowered to “...make decisions on all matters, executive or administrative: Provided, however, That the said action so taken shall not be contrary to, nor in derogation of, actions of the National Convention...” Commissions and committees make their reports to the National Executive Committee, but these reports are normally received and filed: “...each specific recommendation as to future conduct or as to future policy shall be embodied in a separate resolution for the consideration and action of the National Executive Committee.”

While all resolutions are important, those that impact the financial health or obligate the organization to a legal contract or agreement must be studied with a critical eye. Because of that, one of the National Executive Committee rules is numbered 8a, “Fiscal Policy,” which states, “All business matters affecting the fiscal policy of The American Legion or financial matters outside the scope of mandates of the National Convention, including the making, cancellation, abrogation or modification of any contract to which the National Organization is a party, shall be considered under a first and second reading, with not less than four hours intervening.”

Only the national Finance Commission in their report can recommend such action without a second reading of a resolution. However, unlike reports from other commissions and committees that are received and filed, the Finance Commission report is approved by the members of the National Executive Committee.

Rule 9, “Procedure” allows any member of the National Executive Committee to present a resolution in their own right in any of the following ways:

- under a proper order of business, in which case the subject matter thereof shall be germane
- under miscellaneous business
- upon unanimous consent of the committee at any session of the National Executive Committee, at an appropriate interval in the order of business
- under a suspension of the rules

The National Executive Committee resolution forms require the date of the National Executive Committee meetings, not the date of meeting of the commission or committee studying the resolutions, placed at the top. Staff are to add the date of the meeting (not the date of the commission or committee meeting).

The chairman of the commission or committee is required to sign each page of each resolution at the lower right-hand section of the form, with the name of the commission or committee and the printed name of the chairman at the bottom.

If the resolution is to go to another commission or committee for consideration, the appropriate signature block(s) are added by the originator of the resolution. The left-hand bottom section of the form is to be left blank for use by the chairman of the Subcommittee on Resolutions. The same form is used for every National Executive Committee meeting. See Form 2.

Whatever the authorized source for the submission of a resolution, the “national adjutant shall keep and maintain a register of all matters officially (i) received from a department (for example: items from any Department Convention or Department Executive Committee); (ii) sponsored by a Committee Member; or (iii) referred to National Commissions.” (NEC Rule 9(J)). This register will be continuous from meeting to meeting and continue to list a subject once placed thereon until it is reported as disposed of. The register of resolutions received from departments started in 1947 with Resolution No. 1, and more than 2,800 resolutions have been received. See Form 3.

Addendum A

In order to track these registered resolutions, the numbers and titles are used in commission and committee reports and placed onto a form referred to as Addendum A. This is used to indicate action other than approved that the commission or committee recommends. If a resolution is held for further study, rejected or disposed of administratively, it is noted. Resolutions that are incorporated into a final resolution recommended for approval by a commission are not noted on Addendum A. However, the new resolution should refer to the original resolution(s) number(s) on it as the origin of the text. During the year, dozens of resolutions are submitted by

departments to National Headquarters. Accurate tracking helps to follow the course of a resolution and its eventual fate. See Form 4.

Resolutions from the departments that have been submitted for the National Executive Committee meeting are in a finalized form, having the place and date of the department meeting at which they were approved in the Resolve clause. As such, they are authorized mandates only within that particular department. However, if they are to be considered by the National Executive Committee, the commission or committee to which the resolution was assigned will rewrite, as necessary, the various Whereas and Resolve clauses, especially the first Resolve clause that will change the department references to National Executive Committee references.

See Form 5a and Form 5b for an example of a blank resolution submitted by a department to National Headquarters. Note the important instructions on Form 5b.

Timeliness is an issue for all resolutions sent to National Headquarters for action. Staff in the Library process resolutions as directed by the national adjutant. For resolutions earmarked for the National Executive Committee, commissions endeavor to study and make recommendations to the committee as soon as possible. Staff assigned to these bodies begin their research, compiling any documentation for the members to help with their deliberations. There is no deadline for these resolutions to be received by the national adjutant. As noted before, all are registered with a running number now in the 2,800s.

All resolutions studied and recommended for approval from the commissions for the National Executive Committee are channeled to the Subcommittee on Resolutions that meets at least two days prior to any regular meeting of the National Executive Committee, always in May and October. This subcommittee of seven NEC members examines each resolution and discusses, sometimes in closed session, the finer details of the subject matter and language. This important body can call on any staff or member of a commission or committee for advice or explanation. Further, it has the authority to alter, amend, redraft or substitute for any resolution submitted.

Because of the study required, it is important that resolutions are submitted as soon as possible to the chairman of the Subcommittee on Resolutions. All reports, in addition to resolutions, must be duplicated, creating sets for distribution at the meeting the next morning.

After discussion, a decision is made by the Subcommittee on Resolutions to send the resolution to the floor of the National Executive Committee on the Wednesday or Thursday of the National Executive Committee meeting. Staff and their chairman are available on Monday and Tuesday during the entire day to answer questions and provide background as needed. This is the time that supporting documentation can prove helpful.

Because of the commission's change in the Resolve clause establishing national action as opposed to department action, each resolution the subcommittee sends to the floor of the National Executive Committee will be given a new number, the first such resolution starting with No. 1, for each meeting.

Full text copies of each resolution the subcommittee sends to the floor, with a recommendation for approval, are placed on the desk of each committee representative at the opening of the National Executive Committee session on Wednesday. These copies can be identified by a red border at the top of the form. The Resolve clause of each resolution is read after each report is given by the chairman of the commission or committee. The national commander, as chairman of the National Executive Committee, calls for any discussion and, if none, a vote is taken. Occasionally, the entire resolution, including the Whereas clauses, will also be read if the subject matter warrants. If approved by majority vote, the resolution becomes a mandate of The American Legion. If not approved, the resolution may be sent back to committee for further study. Or it could be rejected, received and recorded, or amended on the floor and then approved.

Once the National Executive Committee meeting adjourns, the register, text of the resolutions and reports are available for the public, unless special circumstances, such as an executive session meeting, prohibit its release.

National Convention Resolutions

Resolutions destined for the National Convention, most often approved by a Department Convention, must be "submitted on a proper form and shall be numbered for identification as provided by the national adjutant." (From *Uniform Code of Procedure for the Organization of National Conventions of The American Legion*, "Resolutions to be considered by the convention," No. 1.) The form used is either hard-copy paper or an electronic file.

The National Convention form is specific to each year's convention. Forms from previous conventions cannot be used. The date and place of the meeting is already on the form. It must be submitted by the department adjutant before being received by the national adjutant for registration.

The resolutions will be studied by the convention committees as to their merit and a recommendation of a decision will be placed in the committee report.

Staff who assist the convention committee will include the text within the National Convention report their chairman reads on the stage of the National Convention. If changes are made to a resolution received from a department, that fact will be noted with the words "as amended." Resolutions with the same intent will be consolidated, using only one (the best written or first received) as the master approved resolution.

Resolutions not approved or consolidated will be listed by number and title at the end of the report and grouped according to the recommended action: received and recorded, referred to a standing commission or rejected.

Of course, there may be subjects of concern to The American Legion that are not covered by departmental resolutions. It is within the authority of the National Convention committees to compose and submit resolutions for delegate action. See Form 1a and 1b.

Rescinding Resolutions

Eventually, most resolutions run their course. This could be for a number of reasons.

- Their called-for action has been accomplished
- The problem that brought about the writing of the resolution no longer exists
- Resources to bring about the objective are no longer available
- Some changes in circumstance have occurred to make the resolution no longer applicable

In any event, Legion mandates should be cleared of inactive resolutions. A resolution bringing about the rescinding will be submitted for National Executive Committee action.

It is important to remember that any resolution approved in the past may not be the current position of The American Legion because of such a rescinding resolution. See Form 6.

References

Anyone who is to write a resolution hoping to have it approved by either the National Convention or the National Executive Committee should be familiar with the following sources:

- *American Legion Officer's Guide and Manual of Ceremonies*, latest edition
- *Rules of The National Executive Committee of The American Legion*, especially Rule 10, "Form of Resolutions," and Rule 11, "Subcommittee on Resolutions"
- *Uniform Code of Procedure for the Organization of National Conventions of The American Legion*, latest edition, especially "Convention Committee Procedures," XI, XII and XIII, and "Resolutions To Be Considered By the Convention"
- Adopted resolutions can be read in the digests of proceedings issued after the National Convention and National Executive Committee meetings and can be used as excellent examples. The American Legion Digital Archive, archive.legion.org, contains these digests as well as approved resolutions that are still active mandates of The American Legion.

Resolution Checklist

- Times New Roman or Arial font
- Font size 12 or greater
- Check spelling
- Check grammar
- Non-expert to read resolution
- No reference to specific congressional bill support
- Date of meeting in header
- Wording in Resolve clause is correct
- The entire resolution is only one sentence with a period (.) at end of resolution
- Germaneness (Relevance to The American Legion)
- One subject per resolution
- Signature(s) on each page of the resolution
- Resolve clause(s) in **bold**
- Authority noted before text of resolution begins
- Concisely titled resolution
- Documentation attached when appropriate

American Legion Report Formats

Procedure for National Reports

The following applies to the preparation of reports to the National Convention and the National Executive Committee meetings as well as the annual report to Congress at the national level, and as such may be considered a useful tool for individuals who compose reports within other levels of The American Legion to adopt some of these formats. Some reports will contain resolutions, so the previous section should help in this area as well.

National Convention and National Executive Committee Meeting Reports

Reports that are to be submitted to the National Convention and the National Executive Committee are to be kept as simple as possible. Margins should be one (1) inch on all sides of a standard 8 ½ inch by 11-inch blank white paper. The first part of the report will be the heading, indicating the committee or commission name, the chairman's name, followed by their department, and then the word "chairman," assuming that they are, in fact, the chairman; they might be vice chairman.

Text should be single spaced and use special formatting sparingly. Avoid underline, italics or bold. Font should be Times New Roman or Arial and size should be 12. Page numbers should be centered at bottom. The signature block of the chairman should include a line for their signature.

Reports to Congress

Reports that are to be submitted and are to be part of the overall American Legion Report to Congress have a more formal appearance, but much of this formatting can be used as part of any report.

Preparation of Manuscripts

- Page size: 8 ½" x 11"
Margins: 1"
Spacing: Single spaced. See below for spacing of headings.
Indentation: Indent ¼ -inch for all paragraphs

Reports of national officers (national vice commanders, national chaplain and national historian) should be no more than three pages in length

Commission Headings: The names of commissions will be capitalized and centered. The word "National" should not be used in the title of any commission except the National Security Commission. The name of the chairman of the commission and the director of the division (only include the director for the report to Congress), in that order, together with their respective departments of membership, should be centered under the name of the commission. All in boldface type. Example:

AMERICANISM COMMISSION
Robert F. Jones, Montana, Chairman
Doug Glovin, Texas, Director

Committee Headings: The names of committees should be capitalized and centered. The word "National" should not be used in the title of any committee except when part of the official committee name. The name of the committee chairman and in those cases where there is a related director or other supervisory staff member (only include the director or other staff for the report to Congress), in that order, together with their respective departments of membership, should be centered under the name of the committee, all in boldface type. Example:

EMBLEM COMMITTEE
Alistair Feld, Missouri, Chairman
Thomas S. Peters, Illinois, Director

Subheadings: At the conclusion of each three to six paragraphs, a subhead could be inserted, telling - in a few words - the subject matter of the next group of paragraphs. Subheads, in boldface type, should be centered with the first letter of the first word and all major words capitalized with no spaces between the heading and text. Example:

Employer of the Year Awards

Each year since 1969, the Legion's (etc.)

Sub-subheadings: In some cases, it may be appropriate to have sub-subheads. If any captions are to be used below the level of subheads as outlined in the preceding paragraph, the caption should be typed as the beginning of the first line of a paragraph. Only the first word and proper names in such sub-subhead should be capitalized. A colon will be placed at the end of the caption. Example:

Teenage suicide prevention: According to statistics, (etc.)

Page numbers: Do not number the pages.

Order of committee reports: In those cases where more than one committee is attached to a commission, it is suggested the committee reports be arranged in alphabetical order, following the report of the commission itself. For example, the report of the National Security Commission would be followed by the report, first, of the Aerospace Committee, then the Conventional Armed Forces Committee, and so on. If a committee report ends in the middle of a page, do not insert a page break before the next committee report.

Boldface and Underlining: If there are words of unusual importance you want emphasized by use of boldface type, please do so sparingly. Please do not use underlining for emphasis.

Capitalization and punctuation: Except for headings, as specified above, the use of all capitalization is discouraged as a method of word emphasis. The rules of capitalization and punctuation set forth in the Associated Press Stylebook should serve as a guide. Special attention is called to the need for uniformity in the abbreviation, capitalization and use of periods in bill numbers. For the purpose of this report, the following are prescribed as standard for congressional bills, etc.

HR 67 (House Bill)	SJ Res. 56 (Senate joint resolution)	H Res. 5 (House resolution)
S 1254 (Senate Bill)	H Rept. 217 (House report)	S Res. 10 (Senate resolution)
HJ Res. 98 (House joint resolution)	S Rept. 416 (Senate report)	PL 102-3 (Public Law)

American Legion resolutions may be identified as follows:

Res. 159-1991 (indicating resolution number 159 was adopted by the 1991 National Convention)

Res. 32 - NEC, Oct. 1991 (indicating resolution number 32 was adopted by the National Executive Committee in October 1991)

Special situations: For tables and other special situations not covered in the above, refer to previous reports and have the report prepared as nearly as possible to conform.

Submission: A copy of the completed report via email is to reach the national adjutant by the deadline given. It is not necessary to submit a hard copy.

Separate printings of division reports: In the past, divisions have had separate printings made of their commission reports. Assuming the need for such printing may be justified and funds are available in the division budget for this purpose, this practice of separate printing of division reports may be continued.

Duplicating of division reports: There will be a delay of approximately six months before the final compiled document is distributed by the Government Publishing Office. Divisions that need copies of their report during this interim period may consider the advisability of duplicating their reports, or sections of them, as may be needed.

Further information: If there are questions relating to the mechanics of reports not covered in this document, contact the Library at National Headquarters in Indianapolis.

Resources

Current Awareness and Historical Background

Books

- American Legion National Headquarters. *This Is The American Legion*. Indianapolis: American Legion.
- Baker, Roscoe. *The American Legion and American Foreign Policy*. Westport, Connecticut: Greenwood Press, 1974 (orig. pub. New York: Bookman Associates, 1954).
- Eisert, Peter. *The National Convention Badges, Membership Badges, & Award Medals of The American Legion*. Chicora, Pennsylvania: Mechling Bookbindery, 2004.
- James, Marquis. *A History of The American Legion*. New York: William Green, 1923.
- Jones, Richard Seelye. *A History of The American Legion*. Indianapolis: Bobbs-Merrill, 1946.
- Lasky, Victor, editor. *The American Legion Reader: Fiction, Articles, Humor, Cartoons from The American Legion Magazine*. New York: Hawthorn Books, Inc., 1953.
- McClelland, John, Jr. *Wobbly War: The Centralia Story*. Tacoma, Washington: Washington State Historical Society, 1987.
- Moley, Raymond. *The American Legion Story*. New York: Duel, Sloan, & Pearce, 1966.
- National Americanism Commission. *50 Years of Winning Orations in The American Legion National High School Oratorical Contest*. 1987. (National Finals Contests and First Place Winners, 1938-1987.)
- Pencak, William. *For God & Country: The American Legion, 1919-1941*. Boston: Northeastern University Press, 1989.
- *American Legion Officer's Guide and Manual of Ceremonies*, latest edition.
- Rumer, Thomas. *The American Legion: An Official History 1919-1989*. New York: M. Evans, 1990.
- Wheat, George Seay. *The Story of The American Legion: The Birth of the Legion*. New York: G.P. Putnam's Sons, 1919.

NOTE: Most of the above publications are out of print. However, you may find copies in used bookstores or at your public library. Links are provided above for digital versions available online.

Periodicals

- *The American Legion Magazine*, 1919 to the current issue.
- *The American Legion Dispatch: A National Headquarters Publication*, 1991 to the current issue. An important publication aimed at the leadership of the organization.

Historical issues of both publications are searchable at archive.legion.org.

Resolutions, Rules, Regulations and By-laws

- National Constitution and By-laws, latest edition, also found in the *American Legion Officer's Guide and Manual of Ceremonies*
- *Rules of The National Executive Committee of The American Legion*, latest edition
- *Uniform Code of Procedure for the Organization of National Conventions of The American Legion*, latest edition
- Adopted resolutions and reports associated with the National Executive Committee or the National Convention can be found in the digests of proceedings issued after each National Convention and National Executive Committee meeting. The American Legion Digital Archive, archive.legion.org, also contains approved resolutions.

Style, Spelling and Grammar

- *Roget's International Thesaurus*. Latest edition.
- *The Associated Press Stylebook*. New York: The Associated Press, latest edition.
- *The New York Public Library Writer's Guide to Style and Usage*. Latest edition.
- *The Gregg Reference Manual*. Latest edition.
- *The Elements of Style*. Latest edition.
- *Webster's New World College Dictionary*. Latest edition.

Form 1a - National Convention Resolution

RESOLUTION
National Headquarters, The American Legion
Ninety-Eighth Annual National Convention, Cincinnati, Ohio
August 30, 31, September 1, 2016

RESOLUTION NO. 278

SUBJECT: FINANCIALLY ASSIST FAMILIES FACED BY CATASTROPHIC ILLNESS OF THEIR CHILDREN

REFERRED TO: CONVENTION COMMITTEE ON AMERICANISM

WHEREAS, A catastrophic illness is any illness or condition, acute or chronic, for which expenses are incurred that are not fully covered by a private insurer, federal or state health care assistance, or other financial resource; and

WHEREAS, When a child becomes ill or disabled, the cost of medical care alone can be catastrophic for the family; and

WHEREAS, Families of any income level may be faced with high uncovered medical expenses for their children; and

WHEREAS, Families with or without insurance are vulnerable to extraordinary medical bills; and

WHEREAS, Several states have enacted legislation to establish Catastrophic Illness in Children Relief Funds to help families bear the excessive financial burdens associated with the care of children with special health care needs and disabilities; and

WHEREAS, These funds have been proven effective and are designed to act as a safety net for families from all walks of life who have excessive expenses related to a child’s medical needs; now, therefore, be it

RESOLVED, By The American Legion in National Convention assembled in Cincinnati, Ohio, August 30, 31, September 1, 2016, That The American Legion urges the federal government to expand the present federal Maternal and Child Health Services Block Grant programs to include catastrophic illness; and, be it finally

RESOLVED, That department and post leadership are encouraged to urge state governments to enact legislation to financially assist those individual families faced by the catastrophic illness of their children in order to maintain the integrity of the family.

This is to certify that this resolution was adopted by our Department but with National action substituted for local resolving clause.
Adjutant Department

Other authorized source: Convention Committee on Americanism
(To be used when resolution is submitted from another authorized source or to comply with Resolution 21, May 4-5, 2016)

BELOW THIS LINE FOR NATIONAL CONVENTION COMMITTEE USE ONLY

Approved Approved with Amendment Rejected Received and Recorded Consolidated with
Referred to Standing Commission or Committee on
Other Action
Signature of Chairman or Secretary _____

Form 1b - National Convention Resolution Regulations

REGULATIONS

Based on the Uniform Code of Procedure for the Organization of National Conventions of The American Legion, adopted by the National Executive Committee at its October 1956 meeting, the following regulations have been established for the procedure of Convention Resolutions:

1. Each must emanate from a Department after favorable action or from the National Executive Committee, or from any Convention Standing or Special Committee. Resolutions submitted in advance of the Convention by Departments and the National Executive Committee shall be filed with the National Adjutant, who shall refer them to the National Convention Resolutions Assignment Committee.
2. The National Adjutant shall maintain a Convention register of all resolutions received, assigned and processed which shall identify each resolution by number, indicating the committee to which the resolution was referred and the originating source.

In submitting resolutions, the following points should be carefully observed:

- a. A resolution shall deal with only one subject. Do not attempt to deal with more than one subject in the RESOLVING clauses.
- b. All local RESOLVING clauses are to be omitted, substituting therein a clause resolving national action, i.e. the resolution as submitted should be worded for the National Convention as follows:

RESOLVED, By The American Legion in National Convention assembled in Cincinnati, Ohio, August 30, 31, September 1, 2016, That —

If the resolving clause is not stated as above (using convention business session dates) it necessitates having to re-write the resolution to show the proper resolving clause.

- c. Each resolution is to be worded in full, including all WHEREAS clauses as well as the RESOLVED clauses.
 - d. Each resolution is to be signed in black ink and the originating source clearly typewritten or indicated, unless it is submitted as a computer file. Then the originating source is to be placed in the footer of the form.
3. In accordance with Resolution No. 21, adopted by the National Executive Committee in regular meeting assembled on May 4-5, 2016, each resolution should be supported by the identification of the individual or group originating the resolution, and also by a written statement or brief containing the supporting arguments in favor of the action sought, and clearly establishing the material relevance of the subject to the purpose for which The American Legion was formed.
 4. In accordance with Resolution No. 50, adopted by the National Executive Committee in regular meeting assembled on May 5-6, 1965, resolutions adopted by Departments and destined for consideration by the National Convention shall be forwarded to the National Adjutant, to be in their hands fourteen (14) days prior to the opening session of the National Convention. The only exception to this provision shall be in instances where Department Conventions are held at such time that it becomes physically impossible to comply with this provision, in which instances, the resolutions shall be forwarded to the National Adjutant immediately upon the adjournment of the Department Convention.
 5. The National Convention Resolutions Assignment Committee may return through the Secretary of the National Convention to the source, inappropriate or non-germane resolutions that may be resubmitted, when corrected, to the National Executive Committee or National Convention by the originator. Inappropriate or non-germane resolutions include, but are not limited to: Convention resolutions (1) containing more than one subject, (2) calling for or requiring the expenditure of funds, (3) containing personal attacks or derogatory characterizations, (4) outside the purview, (5) not pertinent or inappropriate for action by the National Convention or (6) unclear and undocumented. Deficient resolutions, once corrected, in order to be reconsidered, need to be resubmitted to the National Convention or National Executive Committee as provided in the National Constitution and By-Laws.

Form 2 - National Executive Committee Resolution

**The American Legion
National Executive Committee**

1

Held on
May 6-7, 2026
Resolution

Page 1 of 1

No.: 1

Title: GI Bill Apprenticeship Parity

Origin: Veterans Employment & Education Commission

WHEREAS, A discrepancy exists in the Post 9/11 GI Bill Monthly Housing Allowance (MHA) between degree-seeking students and apprenticeship programs; and

WHEREAS, Veterans in registered apprenticeship programs using their GI Bill are provided nearly half the total cost-of-living benefit as a degree-seeking college student using their GI Bill over 36 months because veterans in registered apprenticeship programs have their MHA reduced by 20% every 6 months and degree-seeking students do not; and

WHEREAS, Due to this discrepancy, veterans in apprenticeship programs have less consistency in the income they receive from the Department of Veterans Affairs (VA), and this difference in value creates an artificial incentive to seek a college degree over an apprenticeship; and

WHEREAS, The cost of tuition and fees for degree-seeking students continues to increase; and

WHEREAS, Apprenticeship programs do not charge tuition and fees; and

WHEREAS, The VA would see a significant cost reduction by correcting this discrepancy; and

WHEREAS, There is an increased demand for domestic manufacturing and labor supply, specifically in the defense industrial base; and

WHEREAS, The Department of Labor has an initiative to enroll 1,000,000 new apprentices; and

WHEREAS, The disparity in the monthly housing allowance prevents growth in apprenticeship programs; now, therefore, be it

RESOLVED, By the National Executive Committee of The American Legion in a regular meeting assembled in Indianapolis, Indiana, on May 6-7, 2026, That The American Legion strongly urges Congress and the Department of Veterans Affairs to increase the Monthly Housing Allowance for apprenticeship programs to 100% for the entirety of their program.; and, be it finally

RESOLVED, That The American Legion strongly supports legislation, regulatory reforms or pilot programs that support veterans entering apprenticeship programs, that reduce barriers that deter veterans from these programs and that strengthen safeguards in the Post 9/11 GI Bill to increase participation in apprenticeship programs.

Subcommittee on Resolutions Recommendation

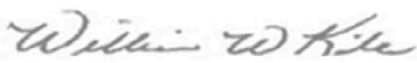
Approved

Rejected

Referred to:

Other Action

Signature Chairman, Subcommittee on Resolutions



Committee/Commission, Chairman Name, and Signature



PAUL L. ESPINOZA, Chairman
Veteran's Employment & Education Commission

Form 3 - Register of Resolutions Needing Action



National Executive Committee

Register of Resolutions submitted by departments, referred from National Convention or held for study

Number	Year	Meeting	Title	Origin Referred to:	
2	2025	CONVENTION	COAST GUARD ELIGIBILITY FOR AMERICAN LEGION GRANTS AND BENEFITS	AR	AMER
2877	2025	DEC	AMEND GRADING CRITERIA FOR THE SAMSUNG AMERICAN LEGION SCHOLARSHIP	PA	AMER
20	2025	CONVENTION	SONS EMERGENCY FUND	PR	INAF
2850	2024	DEC	INVESTIGATION OF THE DEPARTMENT OF DISTRICT OF COLUMBIA	VA	INAF
2878	2026	DEC	EXPAND ELIGIBILITY FOR THE AMERICAN LEGION AUXILIARY	MD	INAF
2879	2026	DEC	EXPAND ELIGIBILITY FOR THE AMERICAN LEGION AUXILIARY	PA	INAF
2880	2026	DEC	HONORABLE SERVICE FOR MEMBERSHIP	PA	INAF
2869	2025	DEPT CONV	IMPROVE SPECIAL MONTHLY COMPENSATION (K) AWARD	IL	VAR
2882	2026	DEC	INCLUSIVE REPRODUCTIVE HEALTH SERVICES LANGUAGE AT THE DEPARTMENT OF VETERANS AFFAIRS	PA	VAR
2881	2026	DEC	GI BILL EXTENSION FOR COVID-19 EMERGENCY PERIOD	PA	VEE

Form 4 - Resolution Actions Other Than Approved

Addendum A

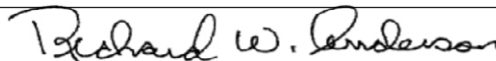
**REPORT TO SUBCOMMITTEE ON RESOLUTIONS
NATIONAL EXECUTIVE COMMITTEE
ON ALL RESOLUTIONS NOT BEING REPORTED FOR APPROVAL**

MAY 10-11, 2017

The AMERICANISM COMMISSION recommends the indicated action on the listed resolutions that are presently before this body for disposition.

RESOLUTION NUMBER	SOURCE	TITLE	RECOMMENDED ACTION
No. 191	2016 Nat'l Conv (WA)	American Legion Scouting Advisory Council	Reject
No. 2735	2016 Spring NEC (NV)	American Legion Scouting Advisory Council	Reject
No. 233	2016 Nat'l Conv (FL)	Eagle Scout Lapel Pin	Hold for further study
No. 240	2016 Nat'l Conv (AZ)	Proposed Change to the Junior Air Rifle National Championship	Reject
No. 241	2016 Nat'l Conv (AZ)	A Recognition Program for the Boy Scouts of America Venturing Program	Disposed of Administratively
Register Resolution No. 2746	DEC (WY)	Support Anti-bullying Education for Our Youth	Reject

Wording to Use in Column:
Recommended Action



(Signature) _____
RICHARD W. ANDERSON, Chairman
Americanism Commission

- Reject
- Hold for further study
- Disposed of Administratively
- Received and Recorded

(Submit in triplicate)

Form 5a - National Executive Committee Resolution Form for Departments

THE AMERICAN LEGION NATIONAL HEADQUARTERS
INDIANAPOLIS, INDIANA
 USE THIS FORM FOR RESOLUTIONS TO BE ACTED UPON BY THE NATIONAL EXECUTIVE COMMITTEE
 Please fill out and email To: rrolland@legion.org with a cc: library@legion.org
RESOLUTION

The above resolution was approved at

Department Executive Committee held at		on
Department Convention held at		on
	Department Adjutant's Name typed to the right	

Form 5b - National Executive Committee Resolution Regulations

RESOLUTIONS

Based on the Rules of the National Executive Committee of The American Legion, adopted by the National Executive Committee at its November 1940 meeting, the following regulations have been established for the procedure for National Executive Committee resolutions:

- 1) Resolutions of posts, intermediate bodies or other officially constituted subordinate organizations that shall have received favorable action by their respective Department Conventions or Department Executive Committee and that shall have an appropriate endorsement thereof in resolution form shall be acted on by the National Executive Committee.
- 2) In submitting resolutions, the following points should be carefully observed:
 - a) Each resolution is to be prepared on separate official forms furnished for this purpose by the National Adjutant of The American Legion.
 - b) Each resolution is to be prepared either:
 - i) in quadruplicate (return original and two copies to National Adjutant, The American Legion, P.O. Box 1055, Indianapolis, IN 46206 – keep one copy for department records), or
 - ii) in computer file format, using the designated computer template, and sent via email to the National Adjutant with a copy to **library@legion.org**.
 - c) Each resolution shall deal with only one subject – do not attempt to deal with more than one subject in the resolving clauses.
 - d) Local resolving clauses may be used to specify the place and date the Department Convention or Department Executive Committee meeting was held (it is not necessary to fill in the National Executive Committee meeting and dates in resolving clause).
 - e) Each resolution is to be worded in full, including all Whereas clauses and the Resolved clauses.

Form 6 - Rescinding Resolution Example

The American Legion
National Executive Committee

Held on
May 7-8, 2025

Resolution

Page 1 of 1

No.:

Title: Rescinding of Convention Commission Resolutions

Origin: Convention Commission

WHEREAS, The Convention Commission reviews its resolutions on a regular basis in accordance with the suggested review practices recommended by the National Convention and the 1961 Report of the Program Study Committee by the National Executive Committee; and

WHEREAS, The Convention Commission has completed a review of National Executive Committee and National Convention resolutions that are still in effect pertaining to conventions and/or events; and

WHEREAS, This review has found resolutions that should be rescinded because they have been superseded, accomplished and/or are obsolete; now, therefore, be it

RESOLVED, By the National Executive Committee of The American Legion in regular meeting assembled in Indianapolis, Indiana, on May 7-8, 2025, That the following resolutions are rescinded for the reasons indicated below.

SUPERSEDED/ACCOMPLISHED/OBSOLETE

Resolution No. 1	2015 Pre-Convention NEC	2017 and 2020 National Conventions
Resolution No. 23	2015 Fall NEC	2017 National Convention Contract
Resolution No. 13	2015 Spring NEC	2018 National Convention Contract
Resolution No. 31	2016 Spring NEC	2019 National Convention Contract
Resolution No. 31	2018 Spring NEC	2021 National Convention Contract
Resolution No. 6	2019 Spring NEC	2022 National Convention Contract
Resolution No. 37	2020 Fall NEC	2023 National Convention Contract

Subcommittee on Resolutions Recommendation

Approved

Rejected

Referred to:

Other Action

Signature Chairman, Subcommittee on Resolutions



Committee/Commission, Chairman Name, and Signature



MICHAEL E. WALTON, Chairman
Convention Commission

GAITHER M. KEENER JR., Chairman
Finance Commission

 AMERICAN
LEGION

P.O. Box 1055
Indianapolis, IN 46206
1-800-433-3318

legion.org



Connect with The American Legion