

Guidelines for Writing Resolutions in The Sons of The American Legion Detachment of Indiana

A resolution is a description of a problem or situation that is 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 Sons of The American Legion believes. Also, those members who seek election to Detachment-level office should prepare a resolution of their candidacy.

A resolution consists of two parts: the preamble (description of the problem) and the resolving clause (how the problem should be solved or who is supporting the candidate). The entire resolution should be one long, continuous sentence with the preamble clause(s) first and the resolve clause(s) second.

Any S.A.L. member may write a resolution. You do not have to be a squadron officer. But along the way, you might need the help of other squadron members to help proofread for style and grammar or offer suggested changes to help improve the resolution.

Resolutions tell leadership what members want. Resolutions help leadership make decisions.

Although the whereas clause (the preamble) comes first in a resolution, many people believe it's best to start by writing the resolving clause first. If you know how you want to resolve something that might help you list reasons for the desired outcome.

A resolution should describe only one subject, although it may contain as many whereas and resolving clauses (paragraphs) as you like. A good rule of thumb is that fewer clauses is better. Also, remember that the entire resolution is one, long sentence, so each clause needs to be linked with specific wording.

**RESOLVED, by Squadron 18, That (etc.)...; and, be it further
RESOLVED, That (etc.)...; and, be it finally
RESOLVED, That (etc.)....**

The resolving clause should be written strongly enough to stand on its own, even without any whereas clauses supporting it. The resolving clause should always be written in bold lettering.

Here's a handy checklist to use when preparing a resolution.

- Title of the resolution is at the beginning
- Font size (at least 12 point or greater)
- Easy to read font (Times New Roman or Arial)
- Proofreader (check spelling and grammar)
- Entire resolution is one, long sentence
- Resolve clause is **in bold lettering**

The American Legion has a printed handbook that goes into great detail about resolutions. That handbook is also available online at:

http://www.legion.org/documents/pdf/resolutionbooklet_rev_1.pdf

Nearly all resolutions should start at the squadron level. Exceptions to that rule involve changes to district and detachment-level by-laws and constitutions. Changes to the Constitution of the Detachment of Indiana Sons of The American Legion may be offered from the floor of the annual Detachment Convention. Once a squadron has passed a resolution, it must be signed and dated by the Squadron Commander and the Squadron Adjutant and sent to that squadron's American Legion Post for consideration. If the resolution deals only with the squadron, the matter ends with the outcome of the resolution at the post level. If the resolution has to go on to be considered for adoption at additional levels beyond the squadron/post, the proper order for consideration would be:

1. S.A.L. Squadron, then
2. American Legion Post, then
3. S.A.L. District, then
4. American Legion District, then
5. S.A.L. Detachment of Indiana, then
6. American Legion Department of Indiana, then
7. S.A.L. National Convention, then
8. American Legion National Convention

As a resolution is passed at each level, it must be signed and dated by the presiding Commander and Adjutant.

Resolutions being presented to the Detachment of Indiana must be received by the Detachment Adjutant at least 30 days prior to the Detachment Executive Committee meeting at which it will be read. Please send all resolutions to:

Steve Tansel, Adjutant
S.A.L. Detachment of Indiana
5440 Herbert Lord Road
Indianapolis, In. 46216

The following are examples of resolutions:

Resolution for the high honor of Detachment Commander

WHEREAS, Douglas L. Heiser's eligibility for membership in the Sons of The American Legion has been established through his father, Ralph E. Heiser, an honorably discharged veteran of the U.S. Army who served during the Korean War and a member of The American Legion for more than 45 years; and

WHEREAS, Douglas L. Heiser has been a member in good standing of the Sons of The American Legion for 10 years, most recently as a member of DeKalb Squadron 97 in Auburn, Indiana; and

WHEREAS, Douglas L. Heiser has held various elective and appointive offices in Squadron 97, including the offices of Second Vice Commander, First Vice Commander, and Squadron Commander; and

WHEREAS, Douglas L. Heiser has held various elective and appointive offices in the 4th District, including the offices of Sgt- at- Arms, Vice Commander, and District Commander; and

WHEREAS, Douglas L. Heiser has held various appointive offices in the Detachment of Indiana, including the offices of Assistant SGT-at-Arms, Membership Chairman and Chaplain; therefore, be it

RESOLVED, Squadron 97, Sons of The American Legion Detachment of Indiana in regular meeting assembled in Auburn, Indiana on April 19th, 2017 proudly endorses Douglas L. Heiser for the high office of Detachment Commander, Detachment of Indiana for the year 2018-2019; and, be it further

RESOLVED, that copies of this resolution be forwarded to the DeKalb Squadron 97 Adjutant, The American Legion DeKalb Post 97 Adjutant, 4th District Sons of The American Legion Adjutant, 4th District American Legion Adjutant; and four copies be forwarded to the Detachment of Indiana Sons of The American Legion Adjutant, to be a matter of record.

Douglas L Heiser, Commander/Date
Squadron 97 – S.A.L.

Ron Kizer, Adjutant/Date
Squadron 97 – S.A.L.

Larry Uehline, Commander/Date
Post 97 - American Legion

Ron Kizer, Adjutant/Date
Post 97 – American Legion

Mike Shuler, Commander/Date
District 4 - S.A.L.

Greg Spaulding, Adjutant/Date
District 4 - S.A.L.

Tom Frederick, Commander/Date
District 4 – American Legion

Gary Parker, Adjutant/Date
District 4 – American Legion

Resolution to Create Veterans' Appreciation Week

WHEREAS, the freedoms we enjoy as Americans have been purchased and maintained at a high price throughout our history by men and women serving in the U.S. Armed Forces; and

WHEREAS, since the establishment of the original 13 states, Americans have been willing to fight and die to preserve rights guaranteed by the United States Constitution; and

WHEREAS, we owe a great debt to those who have served in defense of this nation; and

WHEREAS, the sacrifices of military veterans have preserved our unique form of government dedicated to human rights and respect for the individual; and

WHEREAS, for many veterans, that sacrifice has ended in permanent injury or death; be it therefore

RESOLVED, by members of Shepherd-Russell Squadron 298 of the Detachment of Indiana Sons of The American Legion, that the third week of May of each year be observed as Veterans' Appreciation Week; and be it further

RESOLVED, that members of Squadron 298 pledge to honor our veterans for their efforts in the preservation of our liberties under the Constitution by undertaking activities during that week that show our support; and be it further

RESOLVED, that members of Squadron 298 urge the public at-large to join in our efforts to thank veterans for their defense of our nation so that their sacrifices will stand before the entire world as a tribute to the spirit and determination of a people dedicated to the principles of freedom and democracy.

William Halliday, Commander/Date
Squadron 298 – S.A.L.

Michael A. Pipher, Adjutant/Date
Squadron 298 – S.A.L.