

**CONSTITUTION & BYLAWS / RESOLUTIONS
2023-2024**

TRANSMITTAL FORM

Unit Name and Number _____

County _____ District _____

Constitution & Bylaws Chairman:

Name _____

Address _____

Telephone _____ Email _____

Have you:

- € Used the "Suggested Unit Constitution & Bylaws" form from the Department website?
- € Printed and completed two copies?
- € Completed all blanks on both forms, including the date the changes were approved?
- € Obtained the signatures of the President and Secretary on both forms?
- € Enclosed a current copy of the Unit Constitution & Bylaws?
- € Updated your standing rules regarding your unit dues? Form can be found on the department website.

Send the completed documents with this form to:

PLEASE NOTE: If you are mailing in your Constitution and By-Laws with updates for approval please send via regular mail. **DO NOT** send via Certified Mail/Registered Mail.

Deborah Morris
7826 State Route 13
Blossvale, NY 13308-3314
C: 315-225-4631
E-mail: nyalaconstitution@gmail.com

PLEASE MAKE SURE ALL DOCUMENTS ARE SIGNED AND DATED