



# The American Legion Auxiliary Program Action Plan Constitution & Bylaws

## *“The Art of Confectionary Governance”*

The Constitution & Bylaws program informs and educates members of the American Legion Auxiliary on the importance and power of properly written, reviewed and updated documents, policies and procedures at all levels. Constitution & Bylaws are the basis for governance of your department, district, county, and unit. Preparing and adhering to updated Constitution, Bylaws and Standing Rules will ensure a more successful organizational process, and provide the structures to follow at all levels of our organization.

### ❖ **Ensure Unit Compliance:**

- Update and ***submit to Department Constitution & Bylaws Chairperson*** the Unit and District Constitution, Bylaws and Standing Rules. Ensure all policies and procedures are in compliance with the national organization’s governing documents. (National updates and recommendations located at end of Program Action Plan.)
- Plan a parliamentary procedure seminar at a unit and district function.

The following is provided as a guideline to help facilitate reviews of your current Constitution, Bylaws and Standing Rules. *Please remember that District and Unit Constitutions, Bylaws and Standing Rules cannot be in conflict with National and Department governing documents.*

### **Guidelines for District and Units**

- Constitution & Bylaws:
  - ✓ Are the foundation of the organization
  - ✓ Contain the most essential provisions relating to the organization, its name, purpose, membership, officers, meetings, governing board, committees, parliamentary authority and amendments to prescribe structure changes
  - ✓ Are the law of the organization
    - Should be reviewed, but not changed, every year
    - Have direct bearing on the rights of members
  - ✓ Should have a standard form and content
  - ✓ Define the primary characteristics of the organization
  - ✓ Prescribe how the organization is structured and functions
  - ✓ Include all rules that are so important that they cannot be changed without prior notice
- Standing Rules
  - ✓ Relate to the details of administration for the organization
  - ✓ May be adopted by a majority vote
    - May be amended or rescinded at any regularly scheduled meeting: with prior notification, by a majority vote, unless the bylaws stipulate otherwise, without prior notification by a two-thirds vote
  - ✓ Parliamentary Authority – The most recent edition of *Robert’s Rules of Order, Newly Revised* shall govern this organization in all cases that are not in conflict with state statute, the constitution, the bylaws, or any special rules of order adopted by the organization.

- ❖ Reporting, Awards, and Additional information will be located in the Constitution & Bylaws Program Action Plan.

### *Constitution & Bylaws Committee*

*Chairperson:* Sallie Rossman

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