American Legion Auxiliary Constitution & Bylaws Program Engagement Plan 2026-2027

Key Program Statements

- The Constitution & Bylaws program informs and educates members of the American Legion Auxiliary on the importance and power of having properly written, regularly reviewed, and updated governing documents at all levels of the organization.
- Governing documents include your articles of incorporation (if incorporated), constitution, bylaws, standing rules, and policies.
- These fundamental rules of the organization state how the membership agrees to govern itself, how it will choose its leaders, hold its meetings, and the policies of the administration of the organization.
- Knowing the non-profit laws in your state provides the essential foundation for your governing documents at the department, district, county, and unit level.
- Having governing documents is essential to ensure operations can continue during emergencies.
- Keeping your governing documents up to date and making them available to all members are key to a healthy organization that functions as a team.
- Remember that department, district, county, and unit constitutions, bylaws, and standing rules shall not conflict with national governing documents.
- When the national constitution, bylaws, and standing rules change, departments, districts, counties, and units will automatically amend their governing documents to reflect the National changes.
- Contact your Department Constitution & Bylaws Chairman for assistance. The National Association of Parliamentarians is a valuable resource for finding a professional registered parliamentarian near you.

Governance Reviews for 2026-2027

- Completed annual review of C&B and Standing Rules, ensure membership eligibility is updated.
- C&B must contain a section on disciplining of board members, a section on voting, including quorums, a section on contract signing, a conflict of interest, and a disclosure form
- Leadership should review to ensure governing documents comply with the non-profit state statutes.

Resources:

ALA National Constitution, Bylaws & Standing Rules: https://member.legion-aux.org/member/committees/constitution/governing-documents
Basic Parliamentary Procedure:https://member.legion-aux.org/member/guides/basic-parliamentary-procedure
Unit Guidebook: https://member.legion-aux.org/member/guides/unit-guide-book
Department Operations Guide: https://member.legion-aux.org/member/guides/department-operations-guide
C&B Annual Reporting Guidelines: https://member.legion-aux.org/Member/Constitution-Bylaws-Annual-Reporting-Guidelines
Governing Documents of an Organization: https://member.legion-aux.org/member/committees/constitution/governing-documents
Three Column Amendment Template, Motion Form Template, and Resolution Form: https://member.legion-aux.org/member/committees/constitution

Reporting:

Mid-Year report due **December 1, 2026,** with Year-End Report due **April 15, 2027**

Constitution & Bylaws 2026-2027 Committee: *(See C&B Program Engagement Plan for contact information)*
Chair: Sallie Rossman @ Constitution@vaauxiliary.org
Co-Chair*:* Patricia Upshaw