



September 2, 2020

2020-2021 PLAN OF ACTION

Constitution and Bylaws

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

IMPORTANT: THE DEPARTMENT CONSTITUTION, BYLAWS AND STANDING RULES HAVE BEEN MAILED TO ALL UNITS. IT IS HIGHLY IMPORTANT THAT EACH UNIT REVIEW THE DOCUMENT AND WRITE DOWN ANY QUESTIONS AND FORWARD TO YOU DISTRICT PRESIDENT. THE DEPARTMENT DOCUMENTS WILL BE REVIEWED AND VOTED ON AT THE DEPARTMENT CONVENTION IN JUNE 2021. YOU CAN NOT OFFICIALLY CHANGE YOUR DOCUMENTS UNTIL AFTER THE CONVENTION IN JUNE 2021.

WHAT CAN YOU DO?

The following is provided as a guide to assist in the review of your current Unit Constitution, Bylaws and Standing Rules.

GUIDELINES FOR UNITS

A. Constitution and Bylaws

1. Are the foundation of the organization
2. Contain most essential provisions relating to organization, its name, purpose, membership, officers, meetings, governing board, committees, parliamentary authority and amendments to prescribe structure changes.
3. Are the law of the organization and should be reviewed, but not changed every year and has a direct bearing on the rights of members.
4. Should have a standard form and content.
5. Define primary characteristics of organization.
6. Prescribe how organization is structured and functions.
7. Include all rules that are so important they cannot be changed without prior notice.

B. Standing Rules

1. Relate to the details of administration for the organization.
2. May be adopted by a majority vote
3. May be amended or rescinded at any regularly scheduled meeting with prior notification, by a majority vote, unless the bylaws stipulate otherwise, without prior notification by a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.



AMERICAN LEGION AUXILIARY • DEPARTMENT OF NORTH DAKOTA

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C. Parliamentary Authority

1. The most recent edition of Robert's Rules of Order, Newly Revised shall govern the 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.

D. REPORTING - CONSTITUTION AND BYLAWS

1. Annual Report: Please send me a narrative report on what you have done this year. The address is listed above for your convenience.
2. Have you done an annual review of your Unit's Constitution and Bylaws?
3. When was your Unit's Constitution and Bylaws last revised?
4. How were you inspired to review your Unit's governing documents?

Diane Kraemer, Department Constitution and Bylaws Chairman