

AMERICAN LEGION AUXILIARY PROGRAM ACTION PLAN

CONSTITUTION AND BY LAWS AND STANDING RULES

The Constitution and Bylaws program informs and educates members of the American Legion Auxiliary on the importance and power of written, reviewed, and updated document, 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 and Bylaws and Standing Rules will ensure a more successful organizational process and provide structure to follow at all levels of our organization.

WHAT CAN YOU DO?

The following is provided as a guidance to assist your unit members in reviewing your current Unit Constitution and Bylaws and Standing Rules.

GUIDELINES FOR UNITS:

1. Constitution and Bylaws:

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

2. Standing Rules:

- a. Relate to the details of administration for the organization
- b. May be adopted by a majority vote
- c. May be amended or rescinded at any regularly scheduled meeting; with prior notification, by a majority vote, without prior notification by a two-thirds vote.

3. **Parliamentary Authority:** The most recent edition of Robert's Rules of Order, Newly Revised shall govern the organization in all cases not covered by this Constitution and Bylaws.

CONSTITUTION AND BYLAWS REPORTING:

Annual Report: Please send me a narrative report on what you have done this year.

- a. Have you done an annual review of you Constitution and Bylaws.
- b. When was your unit Constitution and Bylaws last revised.

Diane Kraemer, Department Constitution and Bylaws Chairman