

Hey !
Don't pass by
this important page...
It is about your
'governing document'
that's right, your
Constitution & Bylaws
(and they are NOT boring)



submitted by:

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WHAT IS THE PROGRAM AND WHY DO WE HAVE IT?

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

What can you do?

The following is provided as a guideline to help facilitate reviews of your current Constitution, Bylaws and Standing Rules. *Please remember that department, district, county and unit Constitutions, Bylaws and Standing Rules cannot be in conflict with national governing documents.*

Guidelines for Units and Departments

A. Constitution & Bylaws:

- a. are the foundation of the organization
- b. 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
- c. are the law of the organization
 - should be reviewed, but not changed, every year
 - have direct bearing on the rights of members
- d. should have a standard form and content
- e. define the primary characteristics of the organization
- f. prescribe how the organization is structured and functions
- g. include all rules that are so important that they cannot be changed without prior notice.

B. Standing Rules

- a. Relate to the details of administration for the organization
- b. 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 - may be amended or rescinded at any regularly scheduled meeting: with prior notification, by a majority vote, unless the bylaws stipulate otherwise, without prior notification by a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.

- C. 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.

Please review, and update, your unit or district documents, it really is vital to the stability of our organization.

The AWARDS for this chairmanship will be announced at a later date.