

# Constitution & Bylaws Program Action Plan 2019-2020

## Guidelines for Units and Districts

### 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 prescribed 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 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 of 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  - May be amended or rescinded at any regularly scheduled Meeting; with prior notification by a majority vote, unless the Bylaws stipulate otherwise without prior notification by a By a two-thirds vote.

- C. Parliamentary Authority-The most recent edition of the *Robert's Rules of Order, Newly Revised* shall govern this organization in all cases that are in conflict with state statute the constitution, bylaws, or special rules of Order adopted by the organization.

#### D. Definitions

- a. Resolutions: an elaborate, formally written motion. A resolution may contain a preamble that lists the reasons for adoption. Each reason is listed in a separate paragraph starting with the word “whereas.” A resolution must have at least one “resolved” clause that specifies the action or position being proposed.
- b. Amendment: Proposes a change to the Constitution Bylaws Special Rules of Order or Standing Rules. It is also used to modify a motion under consideration.

Units need to update Constitution Bylaws and Standing Rules, as well as policies and procedures, to conform with the national organization’s recent update.

District and Department need to update Constitution, Bylaws and Standing Rules as well as policies and procedures to conform with the national organization’s governing documents.

#### **Department Award**

**Sally Wilhelm Monetary Award:** to the Unit and /or District who sends in the best year-round narrative.

#### **Year- End Narrative Report**

Unit Narrative Report is due to the District Chairman April 15, 2020  
District Narrative Report is due me (Billie Bubala) April 27, 2020.

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## HOW TO WRITE A RESOLUTION

Committee:

### Constitution & Bylaws

Contact Information for Questions:

constitution&bylaws@ALAFORVeterans.org or your department Constitution & Bylaws chairman

Step-by-Step Instructions:

- A resolution is a written, formal motion. Resolutions are used because the motion may be presented in written form with some of the reasons included in the document. If written well, the resolution makes it easier for members to consider the proposal. Importance, length and complexity of the motion, and size and formality of the assembly are major considerations in using resolutions.
- A resolution has two sections - the resolving clauses and the reasons. Resolving clauses tell the specifics of the proposal. The main reasons a motion should be adopted are included in the "Whereas" clauses. Neither section should include more clauses than are absolutely necessary. Simple, but specific is best.
- When developing a written motion or resolution, consult with members who can be of assistance to improve the wording and whose support will assist in its adoption.
- The two sections of a resolution can be written in either order, but many believe it is better to write the main motion first and then write the reasons it should be adopted. This way, you first determine what is to be done. Focus on the most crucial specifics essential in the motion. Say it in one or two sentences. A third sentence could include who is responsible and a timeline.
- Once the main motion is determined, develop three to five statements to support the adoption of it. These are worded as "Whereas" clauses. These points should be the most important and least controversial arguments for the motion. Less than three points may not make the case depending on the motion, and more than five may get too complicated and confuse the issue. Again, it is important to stay focused on the points that are strictly necessary. Leave other points for the discussion.
- When the resolution is finally written, it begins with the "Whereas" clauses and ends with the resolved clauses. Robert's Rules of Order, Newly Revised prescribes the proper format, capitalization and punctuation. Again, it is a good idea to consult with members who can be of assistance, as well as the most recent edition of Robert's Rules of Order, Newly Revised, to ensure your resolution is correctly formatted.

See the sample resolution in Support Tools at [www-ALAFORVeterans-org](http://www-ALAFORVeterans-org).



1. State time (day and hour) of meeting, place of meeting and information on notification of meeting. Are you meeting all twelve (12) months?
2. Dues — Senior, Junior, Gold Star Mothers, Life Members.
3. Process for selecting Life Members.
4. Election
  - a. When will election be held?
  - b. Secretary and/or Treasurer — elected or appointed?
  - c. A nominating committee — yes or no? Elected per the most recent edition of Robert's Rules of Order, Newly Revised.
5. Election of delegates for department convention, fall conference, district meetings — when and how selected.
6. Installation of officers — when, where, who is in charge.
7. Equipment — rules for loaning, maintenance, etc.
8. Finances
  - a. Rent
  - b. Utilities
  - c. Working funds for officers, chairmen, poppy purchases, ALA Girls State, Veterans Affairs & Rehabilitation, etc.
  - d. Annual gifts for district president's visit, retiring officers, etc.
  - e. Flowers and/or gifts for illness, death, etc.
  - f. Expenses for delegates to department convention, fall conference, district meetings, etc. (registration fee, mileage, per diem)
  - g. How bills are paid and who signs the checks
  - h. Contest prizes — how much for poppy, essay contests, etc.
  - i. Department and district mandatory funds
  - j. Arrangements for special dinners — funerals, etc.
  - k. Annual donations to special programs or charities
9. The fiscal year of this department/district/unit will be  

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10. Audit—when and by whom.
11. This paragraph should appear at the end of your Standing Rules: "Standing Rules are adopted by a majority vote and may be amended by two-thirds



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(2/3) vote at any meeting, or if notice has been given, by a majority vote."  
Standing

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Constitution & Bylaws

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Rules are usually adopted from time to time, as they are needed, in the form of resolutions.

12. The date of the meeting at which these Standing Rules were approved MUST be shown. ALSO — The signature of the Constitution & Bylaws chairman and president or secretary MUST appear on the bottom of the list.

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Date Approved

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President or Secretary

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Constitution & Bylaws Chairman

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