

CONSTITUTION & BYLAWS
PROGRAM ACTION PLAN, 2021-2022
Janet Barnaby, Chairman

This year we are still working on revisions to our Unit and District documents, that were mandated to be changed by National several years ago, and several of you still have not done this. Included in those revisions are changing "the Great Wars" to read "all Wars" in the Preamble; and throughout the document, changing the wording from a female verbage to "spouse" or a female / male verbage. (If you have made the changes, please review them annually).

All organizations shall conduct their business according to the Governing documents of that organization. Putting it simply, the Governing documents, "govern" the organization.

Shown here is a list of the key governing documents of the American Legion Auxiliary:

1. Articles of incorporation: Legal public document that describes the name, basic structure, and purpose of the organization.
2. Constitution: Incorporated form of the Articles of Incorporation, to include themselves ALA's official name, location, type of organization, and core purpose. It states the fundamental reason the ALA entity was incorporated, it's core purpose, and it's governance structure. The Constitution should rarely be amended.
3. Bylaws: Includes our fundamental structure and rules. Bylaws describe how our organization governs itself. Bylaws are the most essential on governance and it is recommended they be amended only every five to ten years.
4. Standing Rules : These are the process and detailed rules that "stand" for us to follow, yet can be amended as often as needed to keep the organization functioning smoothly. Standing are more specific and administrative than bylaws. Standing Rules are important and must be followed, just like the Constitution & Bylaws. They have more flexibility, and can be amended more often, to maintain effectiveness of the organization.

****Putting it all together it looks like this: The Constitution is supported by the ALA Bylaws, which are supported by the ALA Standing Rules.**

Watch and adhere to the dates on the report forms. (A late report cannot be counted).

Unit Annual Report is due to District chairman by April 15,2022

District Annual Report is due to Department chairman (that's me) by April 27,2022

AWARDS

SALLY WILHELM MONETARY AWARD: to the Unit and/or District chairman who sends in (to Janet) the best year round narrative.

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committee:
Carolyn Cunningham
Marilou Melton

Additional Resources You Can Use (*available through Emblem Sales emblem.legion.org)

1. Your national Constitution & Bylaws committee members (see Constitution & Bylaws program page on the national website or Annual Supplement for contact information)
2. National Constitution, Bylaws, and Standing Rules* (also available for download at www.ALAforVeterans.org)
3. Policies and Procedures Manual*
4. Unit Guide Book*
5. Parliamentary Procedure*
6. *Robert's Rules of Order, Newly Revised**
7. C&B program page at www.ALAforVeterans.org
8. *ALA Department Operations Guide* at www.ALAforVeterans.org