

## CONSTITUTION AND BYLAWS – LISA MOORE

To inform and educate the American Legion Auxiliary members on the importance and power of properly written, reviewed and updated documents, policies and procedures at all levels.

Updating your Constitution and Bylaws this year is very important. Many Units need to double check their Constitution, Bylaws, or Standing Rules. Review your Constitution / Bylaws, check to see if changes in dues or your meeting date and time need to be changed. Please make these changes and send your new document to Department Headquarters. You can use the blank Constitution available from Department Headquarters to help you make changes easier.

The Constitution & Bylaws is the foundation of the organization. It must contain the essential provision relating to the name of the organization and object. Membership, officers, meetings, executive board, committees, parliamentary authority and amendments to prescribe procedure change. These items should be reviewed every year. Use the standard form and content, define the primary characteristics of the organization, prescribe how the organization functions and include all rules so important that they cannot be changed without previous notice.

If your Units have Standing Rules, they relate to the details of administration for the organization and may be adopted by a majority vote. They may also be amended or rescinded without prior notification by a two-thirds vote or a majority vote of the entire membership with prior notification, by a majority vote.

*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.

**Resources available through Emblem Sales:** <http://emblem.legion.org>

1. National Constitution, Bylaws and Standing Rules (item 355.202)
2. Policies and Procedures manual (item 355.204)
3. Unit Handbook (item 355.200)
4. Parliamentary Procedure (item 755.302)
5. Robert's Rules of Order Newly Revised (hard back item 855.300), (paperback item 855.301)

See program page on [www.ALAforVeterans.org](http://www.ALAforVeterans.org) for additional resources.

Special recognition will be given to the unit that sends me a copy of how they made a study of the Constitution and Bylaws using a skit, puzzle or whatever you did.

### CITATION POINTS - 10 points assigned

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| 5 pts. . . Unit has CURRENT Constitution and Bylaws on file at    | Department Headquarters                    |
| 5 pts. . . Unit devoted a program to study Unit, County, District | and/or Department Constitution, bylaws and |
| Standing Rules.   |  |