



AMERICAN LEGION
AUXILIARY
Empowering Women, Inspiring Communities

Department Of North Carolina

2018 – 2019 Mid-Year and Year-End Reports

Constitution & Bylaws

Mid-Year Reports: Each Unit Chairman is required to submit a narrative report by December 15, 2018 outlining accomplishments and/or activities to Department Constitution, Bylaws Chairman, Gale Jones

Year-End Reports: Each Unit is required to submit a narrative report by April 30, 2019.

As part of your Narrative Report, please include answers to the following questions:

- Has your unit reviewed your C&Bs?
- Has your unit updated their Constitution, Bylaws and Standing Rules, as well as policies and procedures to conform with the national organization's recent update?
- Has your unit had or planned a parliamentary procedure seminar at a unit meeting?
- When was your unit's Constitution, Bylaws last revised?
- Have you done an annual review of your Constitution & Bylaws?

The Constitution & Bylaws program informs and educates members of the American Legion Auxiliary on the importance and power of properly written, reviewed updated documents, policies and procedures at all levels.

Constitution & Bylaws are the basis for governance of department, district, county, and unit. Preparing and adhering to updated Constitution, Bylaws, Standing Rules will ensure a more successful organizational process, and provides the structure 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. Remember that department; district, county and unit Constitution, Bylaws and Stand Rules cannot be in conflict with national governing documents.



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Guidelines for Units

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 structural changes, and the laws of the organization.
- c. should be reviewed but not necessarily changed every year.
- d. should have standard form and content.
- e. prescribe how the organization is structured and functions.
- f. includes rules that are so important that they cannot be changed without prior notice and election.
- g. Always at the end of your revised Constitution & Bylaws, list the date of the revised Constitution & Bylaws.

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 majority vote.

C. Parliamentary Authority:

- a. shall govern this organization in all cases that are not in conflict with state statute, the constitution, bylaws, or any special rules of order adopted by the organization.

D. Definitions:

- a. Resolution - An elaborate, formally written motion. A resolution must have at least one "resolved" clause that specifies the action or position being proposed.
- b. Amendment - Proposes a change of the Constitution, Bylaws, Special Rules of Order, or Standing Rules. It is also used to modify a motion under consideration.

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