

## Department Of North Carolina

### 2018 – 2019 American Legion Auxiliary Plan of Action

#### Constitution & Bylaws

The Constitution & Bylaws program informs and educates members of the American Legion Auxiliary on the importance and power on 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 provide 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 you 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.

#### 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 structure changes are the laws of the organization.
- c. Should be review but not change every year.
- d. Should have standard form and content.
- e. Prescribe how the organization in structured and functions.
- f. 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- b. May be adopted by a majority vote, may be amended or rescinded at any regularly scheduled meeting with prior notification by ma vote

C. Parliamentary Authority 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.

#### **Unit**

##### **Constitution & Bylaws Awards**

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

- . Update Constitution, Bylaws and Standing Rules, as well as policies and procedures, to conform the national organization’s recent update.**
- . Plan a parliamentary procedure seminar at a unit meeting.**
- . When was your unit Constitution, Bylaws last revised?**
- . Have you done an annual review of your Constitution & Bylaws?**
  - . Always at the end of your revised Constitution & Bylaws list the date revised Constitution & Bylaws Reporting\***

**Mid-Year Reports Each Unit Chairman is requite 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.**

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