**CONSTITUTION & BY-LAWS**

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**Overview:** The Constitution & Bylaws program informs and educates members of the American Legion Auxiliary on the importance and power of having properly written and regularly reviewed and updated governing documents at all levels of the organization.

* Your governing documents include your articles of incorporation (if incorporated), constitution, bylaws, standing rules, and policies.
* These fundamental rules of the organization state how the membership agrees to govern itself, will choose its leaders, and hold its meetings, and the policies of the administration of the organization.
* Knowing the non-profit laws in your state provides the essential foundation for your governing documents at the department, district, and unit level.
* Having governing documents is essential to ensure operations can continue during emergencies.
* Keeping your governing documents up to date and making them available to all members are key to a healthy organization that functions as a team.
* Remember that department, district, and unit constitution, bylaws, and standing rules shall not conflict with national governing documents.
* When the national constitution, bylaws, and standing rules change, departments, districts, and units shall automatically amend their governing documents to reflect the National change.
* Contact your Department Constitution & Bylaws Chair for assistance.

**Goals:**

* Review the department’s governing documents and recommend changes for clarity, consistency, and accuracy; review and consider the implications of all proposed amendments to be deliberated by the convention delegates and make recommendations to the membership and/or the Department Executive Committee; and ensure adherence to the amendment process and timeline.
* Work with the units within the department to ensure their governing documents are being updated regularly and filed with the department.

**Report Due Dates:** Unit End of Year Report due by **APRIL 15, 2026**.