

Constitution and Bylaws 2024-2025

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 the Constitution, Bylaws and Standing Rules. These fundamental rules state how your membership agrees to govern itself, how it will choose its leaders, and for holding meetings. In case of any emergency your Unit will have these documents to handle day-to-day business.

When the National Constitution, Bylaws, or standing rules change, Departments, Districts, and Units should automatically update their governing documents.

Once you have your Constitution and Bylaws in place these should rarely have to be changed. Standing rules, here is where it gets even more detailed about administrative policies. They may be changed as the needs of the Unit change.

Departments Policies and Procedures: Policies are rules that relate to management and administration functions rather than governance issues. The Policies is how your department will operate properly. Most Policies have accompanying Procedures that specify in detail how the Policy is to be implemented. Procedures are not policies: they are instructions for implementing the policy, and therefore are not in themselves governing documents.

Note: If there is ever a conflict between your governing documents, The Constitution supersedes the bylaws, and the Bylaws supersede the standing rules, and policies and Procedures.

Robert's Rules of Order, Newly Revised is the Parliamentary Authority of the American Legion Auxiliary and will be the Authority on Issues not otherwise addressed by State Law, Constitution/Bylaws, or Special Standing Rules.

CONSTITUTION

Your Constitution consist of:

The Preamble, Name and Number of Unit, Nature of the Unit, Eligibility for Membership, Unit Officers, (President, 1st & 2nd Vice Presidents, Secretary, and/or Treasurer, Chaplin, Historian, Parliamentarian, Sergeant-at-arms. Executive Committee, Amendments.

Bylaws

Your Bylaws consist of:

Your Bylaws goes into more detail as to what each officers Responsibilities and Duties are to serve in this capacity.

Describe each as the role they are taking on such as Executive Committee, Special Meetings. Duties and Powers of Officers, President, 1st, & 2nd Vice Presidents, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, where deemed necessary, a recording Secretary and a Corresponding Secretary may be elected. The office of Secretary and Treasurer may be combined. Disciplinary actions, Parliamentary Procedure, amendments.

Standing Rules

Standing Rules Consist of:

State the time (day and hour) of meeting, place of meetings and information on notification of meetings. Do you meet every Month? Dues-Senior, Junior, Gold Star Mothers, Life Members, Process for selection of Life Members, Elections-When are elections held? Secretary and/or Treasurer, are they Elected or Appointed? Do you have a Nominating Committee? Elections of delegates for Department Convention, Election from your District Delegate, Installation of Officers, (When, Where, and Who will do installation). Equipment (if any) Finance (rent, utilities, working funds for officers, chairmen, Poppy purchases, Girls State, V.A.&R, Annual Gifts for Unit/District President and retiring officers. Flowers or gifts (illness, death), Expenses for delegates to Department/National Convention, district meetings (registration fee, mileage, per dem) How bills are paid. Who signs checks? Any contest awards (poppy, essay) Do you have special arrangements for dinners (funerals), Annual donations to special programs and charities, The Fiscal year of this Unit/District will be July 1st, through June 30th.

Audit, When and by whom? (most units/districts do not have a legal audit; but have their books reviewed). The following paragraph should appear at the end of you Standing Rules:

“These Standing Rules may be amended by a two-thirds (2/3) vote at any regularly scheduled meeting, or if notice has been given, by a majority vote. These rules shall become effective only after approval of the Department Constitution and Bylaws’ Chairman, in order that the Unit/District is operating with proper Standing Rules”.

The dates of the Unit/District meeting at which the Standing Rules were approved MUST be shown, ALSO Signature of the Unit/District Constitution and Bylaws Chairman and the Unit/District President or Secretary MUST appear on the bottom of the Document.

Date Adopted

Unit President

Unit Secretary

Date Approved

Department C&B Chairman