

## **Constitution & Bylaws Plan of Works**

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Our Constitution, our Bylaws and our Standing Rules or Rules and Policy are a vital document to the American Legion Auxiliary at the National, Department, District, and Unit levels. The Constitution and Bylaws documents are how we structure our organization. Our Standing Rules or Rules and Policies are how the structure of each individual entity conducts the administration policies of each entities.

As you comb through the information provided in this plan of works, you will find what and how these documents pertain to your needs depending on what level you are at in the organization. Remember that your Bylaws can not be in conflict with the Department or National's Constitution and Bylaws. You will also find information and resources to help guide you through this process.

The Bylaw committee has 3 members

Joyce Murnane Chairman see contact information above

Bonnie Knapp 2<sup>nd</sup> member can be reached at 603-636-2845

Laura Holland 3<sup>rd</sup> member can be reached at 603-650-5902

Please check your monthly bulletins for updates and new information.

The Constitution & Bylaws program informs and educates members of the American Legion Auxiliary on the importance and power of properly written, reviewed and updated documents, policies and procedures at all levels. Constitution & Bylaws are the basis for governance of your department, district, county, and unit. Preparing and adhering to updated Constitution, Bylaws and Standing Rules will ensure a more successful organizational process, and provide the structures to follow at all levels of our organization.

### **Guidelines for Units and Departments Constitution & Bylaws:**

#### **1: 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

**C:** Are the law of the organization and should be reviewed, but not changed, every year, recommended every 5years. Have direct bearing on the rights of members.

**D:** Should have a standard form and content.

**E:** Define the primary characteristics of the organization.

**F:** Prescribe how the organization is structured and functions.

**G:** Include all rules that are so important that they cannot be changed without prior notice.

## **2: Standing Rules:**

**A:** Relate to the details of administration for the organization    **B:** May be adopted by a majority vote and may be amended or rescinded at any regularly scheduled meeting with prior notification, by a majority vote, unless the bylaws stipulate

**C:** Parliamentary Authority – The most recent edition of 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.

## **3: Definitions**

**A: Resolution:** An elaborate, formally written motion. A resolution may contain a preamble that lists the reasons for adoption. Each reason is listed in a separate paragraph starting with the word “whereas.” A resolution must have at least Constitution & Bylaws one “resolved” clause that specifies the action or position being proposed.

**B: Amendment:** Proposes a change to the Constitution, Bylaws, Special Rules of Order, or Standing Rules by a two-thirds vote. It also used to modify a motion under consideration.

**3: Resources:** Available through Emblem sales, [emblem.legion.org](http://emblem.legion.org) or download from [www.ALAforVeterans.org](http://www.ALAforVeterans.org)

**A:** National Constitution, Bylaws, and Standing Rules.

**B:** Policies and Procedures Manual

**C:** Unit Guide Book

**D:** Parliamentary Procedure

**E:** Robert’s Rules of Order, Newly Revised Edition 11

**F:** Constitution and Bylaws page at [ALAforVeterans.org](http://ALAforVeterans.org) .

**G:** Department Constitution and Bylaws and Rules and Policies

**H:** Department Monthly Bulletins.

**I:** How to do and hand out sheets at Department and District Conferences

## **4: Goals:**

**A:** This year’s goal will be working with the Units and Districts on the changes to the amendments that need to be reworded and the details put into the standing rules.

## **5: Information:**

**A:** All information will be available at all the Department and District Conferences. Updates will be put in the Monthly Department Bulletins. We hope you will use this information to help the committee complete the goals of the Units and District in the American Legion Auxiliary Department of NH for the 2017-2018 year.