

## CONSTITUTION AND BYLAWS

2025-2026

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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 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.

Please remember that department, district and unit Constitutions, Bylaws and Standing Rules cannot be in conflict with National governing documents.

Your governing documents should contain the most essential provisions relating to the organization, its name, purpose, membership (dues), officers, meetings, governing board, committees, parliamentary authority and amendments to prescribe structure changes. Standing Rules are essential to every unit. Standing rules can be changed easily and often. They are adopted by a majority vote of your unit. They may be amended or rescinded at any meeting

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, the Constitution and Bylaws and standing rules.

The words used in governing documents have precise legal meanings. If your documents say "**shall**", then it means that whatever it is, it **must** happen and it must **always** happen.

Should review your Constitution and Bylaws and Standing rules each year. Might not necessarily have any changes but if you do, send your updated Constitution & Bylaws and Standing rules to us via email. Any questions we are here to help.

CONSTITUTION AND BYLAWS

YEAR END REPORT

2025 – 2026

Sandy Leeds Jenkins, 40 Garland Ave, Manchester, NH 03103

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UNIT NAME: \_\_\_\_\_ NUMBER \_\_\_\_\_ DISTRICT \_\_\_\_\_

Chairman Name, Address, Phone and Email

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1. Does your unit have a Constitution & Bylaws? \_\_\_\_\_ Standing Rules? \_\_\_\_\_
2. When were they last updated? Year \_\_\_\_\_
3. Did you do an annual review of your governing documents? \_\_\_\_\_
4. Do your members have a copy of the Constitution, Bylaws and Standing rules? \_\_\_\_\_
5. Did your unit sponsor any Constitution & Bylaws activities? \_\_\_\_\_ If so, what were those activities?
6. How was your unit inspired to review its governing documents? \_\_\_\_\_
7. Did your unit participate in a Constitution & Bylaws virtual meeting or webinars? \_\_\_\_\_ if so, were they helpful? \_\_\_\_\_

Use the back of this report or a separate piece of paper to let me know what your unit did to accomplish the above or any other information you want to share.

**DUE DATE: APRIL 1, 2026**