

AMERICAN LEGION

AUXILIARY



A Community of Volunteers Serving Veterans, Military, and their Families
2024 – 2025 Constitution and Bylaws

National C&B Committee

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No constitution is or can be perfectly symmetrical, what it can and must be is generally accepted as both fair and usable.

Ferdinand Mount

Mark your calendars

The next quarterly zoom call is scheduled for February 18 8:00 pm EST (7:00 pm CT, 6:00 pm MT)

We will have the opportunity to ask questions to Chris Dickey, our registered parliamentarian.

The Constitution, Bylaws and Standing Rules (governing documents) are the guidebook for your organization. They are the framework the organization works under. Each section has a different purpose. The Constitution is the top document; the By-laws and Standing Rules can not contradict the Constitution.

Constitution

The Constitution establishes the structure, organization, and operation of the organization. The Constitution should be reviewed regularly

The Constitution should include:

- ★ Organization name
- ★ The purpose
- ★ Membership eligibility
- ★ Rules for meeting
- ★ Officers/ terms/ standing committees
- ★ Process for amending
- ★ Parliamentary authority used

Standing Rules

Standing Rules add specific details on how things get done. They are more flexible and can change as the organization needs.

Standing rules may include:

- Meeting information
- Dues information
- Election process
- Money handling
- Reports

By-Laws

The By-laws give more details and spell out the procedures for conducting business. Bylaws define the rules, responsibilities, and the guidelines that govern how an organization operates. Determining how your unit will operate and documenting that with bylaws will help keep your unit running smoothly. Your unit's bylaws can provide the answers to many of your unit's questions

By-laws should include:

- Name of the organization
- Purpose
- Membership
- Officers
- Meetings
- Governing Board
- Committees
- Voting (rights of members, procedures, etc.)
- Fiscal Management
- Conflict of Interest
- Subsidiary Organizations
- Parliamentary Authority
- Amendment Process

By-Laws



Unit bylaws should be tailored to your unit. Your unit may have specific needs that require additional elements in addition to the above topics. Now is the perfect time to review your bylaws! Bylaws should be reviewed and updated on a regular basis. Your National Constitution and Bylaws committee is available to help. Please reach out to us.

Standing Rules

Keeping your governing documents up to date and making them available to all members is key to a healthy organization that functions as a team to support our veterans, military, and their families. Standing Rules are details about administrative policies. They may be changed as the needs of the organization change: with prior notice to members, by a majority vote; by 2/3 majority without prior notice.

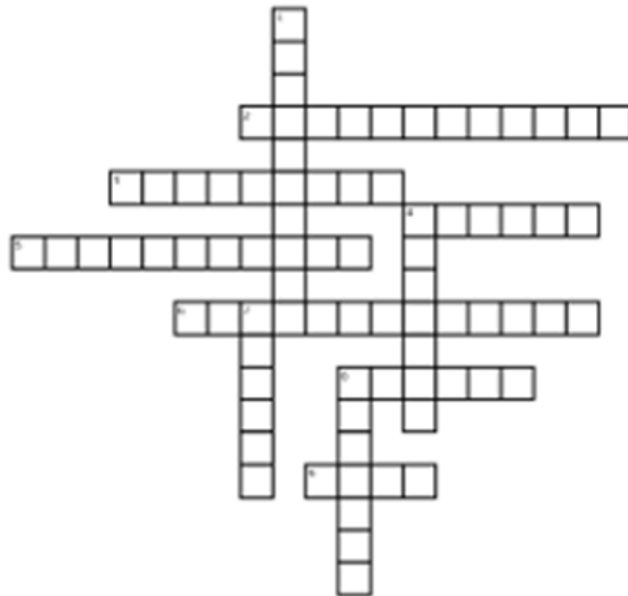
Here are some provisions suitable for addressing standing rules: Meetings – with COVID-19, meetings that were locked into a specific day and time ran into a problem when they were unable to meet. Consider carefully how specific this needs to be. Also, it can include annual meetings such as state conventions here. Dues, Elections (when, how), Equipment (rules for loaning, maintenance), Finances, Cash management and check signing procedures, Rent, Utilities, Special funds: poppy, ALA Girls State, VA&R, Gifts (ex: retiring officers), Flowers/Gifts for funerals, illnesses, Delegate expenses, Contests and prizes (poppy, essays), Mandatory funds (for district/departments), Donations to programs, Compliance – filing of IRS forms, Audit of books – who will conduct the audit and when.

When we have such rules, and they are recorded in our standing rules, it can cut out a lot of confusion in a meeting. Example: Your treasurer would just be able to report that the unit's yearly donation to the town's library was made. You would not have to go through with a motion and discussion as it was included in your standing rules.

As stated above they can be changed as the unit's needs change. Example: Your unit has stated a specific dollar amount for contest prizes, and you need to increase or decrease the amounts, you may do so at a meeting as long as you follow the voting guidelines.

As with all your governing documents you should review your standing rules yearly.

American Legion Auxiliary



Down:

1. formal expression of opinion or intention agreed on by a legislative body, committee,
4. provide for financial stability by setting goals through the annual budget process
7. The American Legion Auxiliary Management Information System
8. record of action taken at the meeting

Across:

2. a system of fundamental principles according to which a nation, state, corporation, or the like is governed
3. a compilation of information and best practices on topics pertinent to unit operations.
4. the governing regulations of a corporation's or society's internal affairs.
5. to promote patriotism and responsible citizenship
6. issues that relate to the details of the administration of a society and which can be adopted or changed the same way as any other act of the assembly.
8. a proposal for action
9. Paid Up For Life Membership

Here is the link to register for the February 18th zoom meeting at 8:00 Pm EST. Once registered, you will receive the link to attend 24 - 48 hours prior to the meeting. We would like to hear questions that you may like Parliamentarian Chris to answer. Please send your questions to your divisional chairman or to Norma Tramm. Email addresses are on the front page.



<https://legion-aux.formstack.com/forms/constitutionandbylaws>