



AMERICAN LEGION
AUXILIARY

Serving veterans, their families and their communities

Constitution & Bylaws

National Chairman ~ Nancy Brown-Park

Constitution and Bylaws

Plan of Work: Constitution and Bylaws Committee

Mission Statement: To inform and educate the 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 and Bylaws Committee

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Constitution and Bylaws

Constitution and Bylaws – Outline

- I. Constitution, Bylaws, and Standing Rules
- II. Supporting American Legion Programs
- III. Recognized Collaborative Programs and Activities
- IV. Constitution and Bylaws Resources

Constitution and Bylaws

I. Constitution, Bylaws, and Standing Rules

Goal: To work with units and departments to understand the foundation for governing and the administration of the National Organization.

Tactics:

1. Encourage units to create teams to study the National Constitution, Bylaws and Standing Rules.

Best Practices: Units, districts and departments can divide the national governing documents into teams. Each team can study their part and present in a fun and informative presentation during a unit, district or department meeting.

Tactics:

2. Encourage members to purchase and carry with them the current version of the National Constitution, Bylaws and Standing Rules.

Best Practices: Because knowledge makes the organization run smoother, have special gifts or awards for members who have their governing documents with them at meetings.

Tactics:

3. Supply members with information on how they can order the current version of the National Constitution, Bylaws and Standing Rules.

Goal: To work with units and departments to understand the foundation for governing and the administration of their units and departments.

Tactics:

1. Encourage units to create teams to study their unit and department constitution & bylaws, and standing rules.

Best Practices: Units, and departments can divide their governing documents into teams. Each team can study their part and present in a fun and informative presentation during a unit, department meeting or workshop.

Tactics:

2. Members should be encouraged to carry with them the current version of their unit and department governing documents.

Best Practices: Give each member a raffle ticket every time they bring their governing documents to a meeting. Hold a raffle for a special gift at the end of each meeting or at the end of the administrative year.

Tactics:

3. Supply unit members with current unit governing documents and information on how they can obtain department documents.

Best Practices: Supply all new members with a Unit Handbook and their Unit Constitution, Bylaws and Standing Rules. Budget money to be sure all members have a copy of your unit governing documents.

Constitution and Bylaws

Goal: To have current Department Constitution, Bylaws and Standing Rules on file at National Headquarters.

Tactics:

1. Work with all Departments to supply a current copy of their Constitution, Bylaws and Standing Rules.
2. Encourage all departments to form a committee to review their governing documents to be sure that they are in compliance with the National Constitution and Bylaws.

Goal: To have units file current Constitution, Bylaws and Standing Rules, if required, with their department headquarters.

Tactics:

1. To be sure all units are in compliance with their Department Constitution, Bylaws and Standing Rules.
2. Encourage units to form a committee to review their governing documents to be sure that they are in compliance with their Department Constitution, Bylaws and Standing Rules.

II. Supporting American Legion Programs

Constitution and Bylaws

Goal: Work to establish open communication and a collaborative relationship with the American Legion.

Tactics:

1. Contact the Constitution and Bylaws Committee Chairman of The American Legion to develop a working relationship.
2. Unit and Department Constitution Bylaws Chairman should be familiar with the governing documents of their posts and departments.

III. Recognized Collaborative Programs and Activities

Leadership Committee and Parliamentarian

Goal: To work in conjunction with the Leadership Committee and Parliamentarian.

Tactic:

1. To work together to develop a team approach for members to learn about all of the governing documents of the American Legion Auxiliary and the American Legion.

Best Practices: Work with the Leadership Chairman and Parliamentarian to develop a fun and informative workshop or team presentation that units and departments can use to educate their members.

Constitution and Bylaws

IV. Constitution and Bylaws Resources

The latest version of the following publications and products are available through National Emblem Sales: The American Legion, PO Box 1050 Indianapolis, Indiana 46206-1050, Phone: 888-453-4466. Order online at www.emblem.legion.org.

1. Publications

- a. *National Constitution, Bylaws, and Standing Rules of the American Legion Auxiliary* (355.202)
- b. *Policies and Procedures Manual of the American Legion Auxiliary* (355.204)
- c. *Roberts Rules of Order Newly Revised** (hardback: 855.300; paperback: 855.301)
*We recommend the latest edition.
- d. *Unit Handbook of the American Legion Auxiliary* (355.200)
- e. *Parliamentary Procedure* (755.203)
- f. *Let's Be Proper* (355.205)

2. Product(s)

American Legion Auxiliary Preamble Certificate 8" X 10.5" (333.130)

3. Websites

1. American Legion Auxiliary (www.legion-aux.org)
2. National Association of Parliamentarians (www.parliamentarians.org)