

In July 2026, the Department Convention delegates approved a newly revised Department C&B. Most of the changes adopted, will not affect the units what so ever, but there are a few that should be changed in your Unit's governing documents. This cheat sheet will help your Units C& B committee find the correct sections in the Unit template that should be changed in your Unit's C&Bs. These changes have already been made in the Unit template and ot will be available online.

Unit C&B Changes

Constitution Article III Membership in Unit Template

ADD "unless other provisions are provided in the unit governing documents." to #6

Section 6. Membership can only be offered upon an affirmative vote of the unit members, unless other provisions are provided in the unit governing documents.

(approved at the 2026 Department convention)

CHANGE Footnote/eligibility to say:

Footnote From The American Legion National Bylaws: Article XIII, Section 2

Section 2. Membership in the American Legion Auxiliary shall be limited to:

- (1) grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of members of The American Legion; and
- (2) grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of all service members who served in either of the following periods: April 6, 1917, to November 11, 1918, and any time after December 7, 1941, who, being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge;
- (3) grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of all service members who were in the Armed Forces of the United States during either of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941, who served on active duty in the Armed Forces of the United States during either eligibility period and died in the line of duty or after honorable discharge; and
- (4) to those women who of their own right are eligible for membership in The American Legion.

(approved at the 2026 National convention)

Bylaws Article XI Discipline in Unit Template

REMOVE b. and REPLACE with b-g (below)

Section 1. Unit Member Discipline:

~~b) A member disciplined by the member's unit may appeal the unit's disciplinary action in writing to the Department Executive Committee. The Department Executive Committee shall adopt procedures to handle such appeals.~~

b) When disciplinary action is taken the Unit President must first appoint a disciplinary committee. Said committee must notify the member in writing that disciplinary charges have been brought forward

c) The second action of the disciplinary committee should be a conflict resolution. If no resolution can be reached the disciplinary committee will request a formal hearing that will be scheduled with the approval

of the unit

d) If the unit approves a hearing the defendant will receive a formal certified letter of all charges and consequences,. with a maximum of 10 days to respond.

e) If the defendant chooses to move forward with a hearing the disciplinary committee shall establish a date and time for said hearing within a 30-day period. The defendant has the right to speak on their behalf at said hearing The Department President and Department Secretary should be notified via email of the date and time of the disciplinary hearing.

f) All members of the unit must be informed of the date and time of the disciplinary hearing. The unit members shall be the deciding factor of guilt or innocence of the defendant. Should the defendant be found guilty, the defendant has the right to appeal the decision. The Department President and Department Secretary must be notified of the outcome of the hearing from the unit.

g) A member disciplined by the members' unit may appeal the unit's disciplinary action in writing to the Department Executive Committee. The Department Executive Committee shall adopt procedures to handle such appeals.

(approved at the 2026 Department convention)

Standing Rules VI Committees in Unit Template

REMOVE “mid-year and”

CHANGE “Program Action Plan” to Program Engagement Plan

It is recommended that each Unit activity committee chairperson prepare a year-end report to show what the Unit accomplished throughout the year (April 1 through March 31). This information shall be given to the Unit President to use in compiling figures for the Unit Year-End Impact Numbers Report. This report must be sent to the respective District President prior to April 15 of each year. In addition, narratives from each activity committee chairperson should be sent to their respective Department Committee chairperson. Due dates may be found in each activity committee Program Engagement Plan.

Standing Rules IX Department Convention in Unit Template

CHANGE ten (\$10.00) to fifteen (\$15.00)

2. A Unit registration fee of fifteen (\$15.00) shall accompany the list of Delegates and Alternates, mailed to Department Headquarters and must be received at least ten (10) working days prior to the Department Convention.

ADD: must have 10 members

3. Only Unit delegations in good standing shall be seated at a Department Convention. To be a Unit in good standing, the Unit must have 10 members, paid their annual bond fee and paid their annual Christmas assessment.

(approved at the 2026 Department convention)

Standing Rules XII Discipline in Unit Template

REMOVE #3 and ADJUST numbers

~~3. All matters of discipline shall be referred to the Unit President and taken care of by the Unit Executive Committee.~~

~~It is suggested that when addressing inappropriate behavior that is contrary to the standards and values~~

of the American Legion Auxiliary, the Unit should first begin with a conversation by informing the member of the members inappropriate behavior and listening to the members response, as there might be a different perspective. If the member admits that the member erred, then ask for the members commitment not to continue the inappropriate behavior.

If that is not successful and the Unit sees a continual disregard for the standards of the Auxiliary, then the Unit may need to use a more formal disciplinary process to address the behavior. This disciplinary process may be found in the Department Constitution and Bylaws and in the Unit Guide Book, which is issued by National Headquarters.

(approved at the 2026 Department convention)

Highly recommended District Policy changes

Bylaws Article VII Finance

ADD Section 5. District Finance (Department C&B)

a. Following all District Conventions each District shall be required to send the Department Secretary a copy of the minutes, Treasurer Report and Bank Statement within 15 days of the District Convention. All copies of receipts should be attached to the Treasurer Report.

b. A monthly Bank Statement and Treasurer Report shall be required by the 15th of each month to comply with the Department Audit. All copies of receipts should be attached to the Treasurer Report.

(approved at the 2026 Department convention)

Standing Rules District (Department C&B)

ADD: convention minutes, bank statements, treasurer's report

9. The District President shall forward certification of officers elected, convention minutes, bank statements, treasurer's report and resolutions adopted at said Convention to Department Headquarters within fifteen (15) days after adjournment of such District Convention or within 2 hours at the close of the District Caucus held at the Department Convention.

(approved at the 2026 Department Convention)

Recommended District Policy Change

Bylaws Article XII Discipline (Department C&B)

ADD Section 3. Unit discipline

(approved at the 2026 Department Convention)

2026-2027 C&B Committee

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