

Constitution, Bylaws and Standing Rules

Program Engagement Plan

2024-2025

Keeping your governing documents up to date and making them available to all members are the key to a healthy organization that functions as a team to support our veterans, military and their family.

The governing documents include the articles of incorporation (if incorporated), Constitution, Bylaws and Standing Rules. These fundamental rules of the organization states how the membership agrees to govern itself, how it will choose its leaders, hold its meetings and policies of the administration.

Remember that the Department and Unit Constitution, Bylaws and Standing Rules cannot be in conflict with Department and National governing documents. Same applies to District and Division Policies.

When the National Constitution, Bylaws and Standing Rules change the Department and Units should automatically update their governing documents. Same applies to District and Division Policies.

A sample editable copy of the suggested unit Constitution, Bylaws and Standing Rules is available on our Texas website at alateexas.org. Click on Forms and you can download and follow the directions. If you need assistance, please feel free to call the committee member for your Division listed below.

When approved by the Unit membership, sign the document and email in a word document to the committee members from your Division, they will REVIEW and email it back to the Unit and will forward a copy to Department for their files.

AWARDS:

All units that submit an annual narrative report and/or their Constitution, Bylaws and Standing Rules for review will receive a Certificate of Participation at the 2025 Department Convention.

Narrative Reporting Guidelines:

- As part of your unit narrative report, please include answers to the following questions:
- Have you done an annual review of your Constitution & Bylaws, date?
- How was your unit inspired to review its governing documents?
- Has your unit sponsored any Constitution & Bylaws activities? If so, what were those activities? Please be specific. Please send photos.
- Did your unit participate in any Constitution & Bylaws virtual meetings or webinars? If so, were they helpful?

2024-2025 Committee

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