



Constitution and Bylaws

Program Engagement Plan 2025-2026

The Constitution and Bylaws program informs and educates members of the American Legion Auxiliary at all levels, on the importance and power of properly written, reviewed and updated Governing Documents.

Preparing and adhering to Updated Constitution, Bylaws, Standing Rules and/ or policies ensures a more successful Department, Division, District and Unit. They provide structure at all levels of our organization.

The following is provided as a guide to help facilitate reviews of your current Constitution, Bylaws, and Standing Rules.

Guide for Units

A. Constitution and Bylaws

1. Our Constitution and Bylaws are the foundation of our organization.
2. They should contain the most essential information relating to the organization such as name, purpose, membership requirements, officers, meetings, governing board, committees, parliamentary authority, and amendments to prescribe structural changes.
3. They are the law of the organization. They should be reviewed, but not changed every year as they have direct bearing on the rights of members.
4. They should include all rules that are so important that they cannot be changed without prior notice or unanimous consent.

B. Standing Rules

1. Standing Rules relate to the details of administration for the organization and should be written and approved to meet the needs of individual Departments, Division, Districts, Units and their members.
2. Standing Rules may be amended or rescinded by a two-thirds vote; or if notice has been given, by a majority vote.

C. Parliamentary Authority

The most recent edition of Robert's Rules of Order, Newly Revised shall govern this Organization in all cases that are not in conflict with state statute, the Constitution, the Bylaws, or any special rules of order adopted by the organization.

When we review your Unit Constitution, Bylaws, and Standing Rules, we look to 1) ensure that your C&B is not in conflict with the Department and National governing documents; and 2) Make sure that all members are being treated equally.

Please follow the procedures below when submitting your updated Unit Constitution, Bylaws, and Standing Rules for review:

1. We recommend that every unit review their Unit Constitution & Bylaws after the National convention each year. This does not mean that it is necessary to “update” them, but it is important that you review them to see if any changes need to be made.
2. If changes are made, once approved by the Unit membership, email the C&B in a word document to the committee members from your Division. They will REVIEW the documents, mail it back to the Unit and will then forward a copy to Department for their files.
3. The signatures of the Unit President or Secretary and Unit C&B Chairman must appear after the Bylaws and the Standing Rules once the Unit approves any changes, including the date they were approved.

Year-End Reports

Year-End reports in narrative format are due to the Constitution and Bylaws Chairman no later than May 1, 2026. As part of your Narrative Report, please include answers to the following questions:

- Have you done an annual review of your Unit Constitution, Bylaws, and Standing Rules?
- When were your Unit Constitution, Bylaws, and Standing Rules last revised?
- How was your Unit inspired to review your 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?

Your 2025-2026 C&B Committee is:

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Teresa S. Copeland Chair, Division 3 (and Division 4)

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