



Department of Ohio Plan of Action



CONSTITUTION & BYLAWS

CHAIRMAN

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Mid-Year Report Due: December 5, 2017
REPORT DUE : April 15, 2018

Department Report Form			
This Form should be attached to each narrative that is submitted for information, Citation of Merit requirements and possible Department award. Please fill out the information as completely and accurately as possible. If a Unit only completes this form and does not do a narrative, they will still receive credit as having completed a report. However, if the report shows all zero's or blank information this will not qualify as an actual report. Please complete the following. Be sure to give the complete name of your Unit: _____			
District _____	Unit # _____	Membership Goal _____	Membership Total As of Report _____
Name of Person Completing Report:		Unit Chair. _____	Unit Pres. _____
Phone # _____	Email _____	Membership ID (if available) _____	
Specific Award Name(if applicable) _____			

As part of your Narrative Report, please include answers to the following questions:

- Have you done an annual review of your Unit Constitution & Bylaws? _____
- When were your Unit Constitution & Bylaws last revised? _____
- How was your Unit inspired to review their governing documents? _____
- Has your unit sponsored any Constitution & Bylaws activities? _____
- If so, what were those activities? _____
- Did your unit participate in a web based Constitution & Bylaws activity? If so, was it helpful? _____

Program Summation:

Total Number of Volunteers	Total Number of Jr. Volunteers	Total Number of Volunteer Hours

MAIL TO DEPARTMENT C&B CHAIRMAN

Patricia Taylor
 23 Odlin Ave
 Dayton, Ohio 45405-2818

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CONSTITUTION AND BYLAWS

The Constitution & Bylaws program informs and educates 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 & Bylaws are the basis for governance of your department, district, county, and unit. Preparing and adhering to updated Constitution, Bylaws and Standing Rules will ensure a more successful organizational process, and provide the structures to follow at all levels of our organization.

What can you do?

The following is provided as a guideline to help facilitate reviews of your current Constitution, Bylaws and Standing Rules. *Please remember that Department, District, County and Unit Constitution & Bylaws and Standing Rules, cannot be in conflict with national governing documents.*

Guidelines for Units

A. Constitution & Bylaws:

- a. are the foundation of the organization
- b. contain the most essential provisions relating to the organization, its name, purpose, membership, officers, meetings, governing board, committees, parliamentary authority and amendments to prescribe structure changes
- c. are the law of the organization
 - should be reviewed, but not changed, every year
 - have direct bearing on the rights of members
- d. should have a standard form and content
- e. define the primary characteristics of the organization
- f. prescribe how the organization is structured and functions
- g. include all rules that are so important that they cannot be changed without prior notice.

B. Standing Rules

- a. Relate to the details of administration for the organization.
- b. May be adopted by a majority vote.
 - may be amended or rescinded at any regularly scheduled meeting: with prior notification, by a majority vote, unless the bylaws stipulate otherwise, without prior notification by a two-thirds 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.

D. Definitions

- a. Resolution: An elaborate, formally written motion. A resolution may contain a preamble that lists the reasons for adoption. Each reason is listed in a separate paragraph starting with the word “whereas.” A resolution must have at least one “resolved” clause that specifies the action or position being proposed.
- b. Amendment: Proposes a change to the Constitution, Bylaws, Special Rules of Order, or Standing Rules. It is also used to modify a motion under consideration.

Ideas:

Member

- Volunteer to create a game of Constitution & Bylaws questions for members to play at unit meetings; make Constitutions & Bylaws fun!

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- Volunteer to write a resolution or amendment to be brought before your unit.
- Volunteer to help your department, district and/or unit to update governing documents to conform to the national organization's governing documents.
- Become familiar with the most recent edition of *Robert's Rules of Order, Newly Revised*

Unit

- Update Constitution, Bylaws and Standing Rules, as well as policies and procedures, to conform to the national organization's recent update.
- Plan a parliamentary procedure seminar at a unit/district function.

Constitution & Bylaws and the 2014-2019 ALA Centennial Strategic Plan: Properly written, reviewed and updated documents, policies and procedures strengthen our organization at all levels through clarification of roles and responsibilities (Goal 4). This creates an environment that allows goodwill to develop and grow (Goal 2).

Mid-Year Reports

Mid-Year Reports reflect the program work of units. Each Constitution & Bylaws Unit Chairman is required to submit a narrative report by **December 5, 2017**, to the Department Constitution & Bylaws Chairman., at the address found on the cover page of this plan of action.

Year-End Reports

Year-End Reports reflect the annual program work of units. Each Constitution & Bylaws Unit Chairman is required to submit a narrative report by **April 15, 2018** to the Department Constitution & Bylaws chairman, at the address found on the cover page of this plan of action.

2017-2018 PLAN OF ACTION HOW TO GUIDE FOR WRITING STANDING RULES

Committee: Constitution & Bylaws

Submitted by: National Constitution & Bylaws Committee

Contact Information for Questions:

constitution&bylaws@ALAforVeterans.org or your department Constitution & Bylaws chairman

Step-by-Step Instructions:

Start with a specific need that relates to the administration of your department, district or unit (e.g., awards you present, budget for convention attendees, voting body).

Write the Standing Rule. See "Guidelines for Writing Standing Rules" on the next page.

Present it at a unit meeting.

A standing rule can be adopted with majority vote at any regular meeting with advance notice, unless otherwise stipulated in the bylaws. Without advance notice, a standing rule requires a 2/3 vote for adoption.

The Standing Rules document should be kept up-to-date, and each new Standing Rule should record the date it was adopted.

GUIDELINES FOR WRITING STANDING RULES

Standing Rules are those rules and regulations, which relate to the details of the administration of an organization for the guidance of an assembly. Standing Rules are usually adopted in the form of a resolution, and require a majority vote to pass with previous notice at any regularly scheduled meeting, and a 2/3 vote in the affirmative to pass without prior notice.

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The following points are intended to be a helpful guide for writing or updating Standing Rules. Not every topic or item will apply in every instance, and some things may not be listed. The (NAME AND NUMBER) of the _____ District, American Legion Auxiliary, hereby adopts the Constitution & Bylaws as prescribed by the American Legion Auxiliary, Department of _____.

The most recent edition of Robert's Rules of Order, in all questions not governed by articles of the National, (department/district/unit) Constitution & Bylaws, shall govern this (department/district/unit).

1. State time (day and hour) of meeting, place of meeting and information on notification of meeting. Are you meeting all twelve (12) months?
2. Dues – Senior, Junior, Gold Star Mothers, Life Members.
3. Process for selecting Life Members.
4. Election
 - a. When will election be held?
 - b. Secretary and/or Treasurer – elected or appointed?
 - c. A nominating committee – yes or no? Elected per the most recent edition of Robert's Rules of Order, Newly Revised.
5. Election of delegates for department convention, fall conference, district meetings –When and how selected.
6. Installation of officers – when, where, who is in charge.
7. Equipment – rules for loaning, maintenance, etc.
8. Finances
 - a. Rent
 - b. Utilities
 - c. Working funds for officers, chairmen, poppy purchases, ALA Girls State, Veterans Affairs & Rehabilitation, etc.
 - d. Annual gifts for district president's visit, retiring officers, etc.
 - e. Flowers and/or gifts for illness, death, etc.
 - f. Expenses for delegates to department convention, fall conference, district meetings, etc. (registration fee, mileage, per diem)
 - g. How bills are paid and who signs the checks
 - h. Contest prizes – how much for poppy, essay contests, etc.
 - i. Department and district mandatory funds
 - j. Arrangements for special dinners – funerals, etc.
 - k. Annual donations to special programs or charities
9. The fiscal year of this department/district/unit will be _____.
10. Audit – when and by whom.
11. This paragraph should appear at the end of your Standing Rules: “Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting, or if notice has been given, by a majority vote.” Standing Rules are usually adopted from time to time, as they are needed, in the form of resolutions.
12. The date of the meeting at which these Standing Rules were approved MUST be shown. ALSO – The signature of the Constitution & Bylaws chairman and president or Secretary MUST appear on the bottom of the list.

Date Approved

President or Secretary

Constitution & Bylaws Chairman

Note: Standing Rules are to be submitted to Department Constitution & Bylaws Chairman for review.

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2017-2018 PLAN OF ACTION HOW TO GUIDE FOR WRITING RESOLUTIONS

Step-by-Step Instructions:

- A resolution is a written, formal motion. Resolutions are used because the motion may be presented in written form with some of the reasons included in the document. If written well, the resolution makes it easier for members to consider the proposal. Importance, length and complexity of the motion, and size and formality of the assembly are major considerations in using resolutions.

- A resolution has two sections - the resolving clauses and the reasons. Resolving clauses tell the specifics of the proposal. The main reasons a motion should be adopted are included in the "Whereas" clauses. Neither section should include more clauses than are absolutely necessary. Simple, but specific is best.

- When developing a written motion or resolution, consult with members who can be of assistance to improve the wording and whose support will assist in its adoption.

- The two sections of a resolution can be written in either order, but many believe it is better to write the main motion first and then write the reasons it should be adopted. This way, you first determine what is to be done. Focus on the most crucial specifics essential in the motion. Say it in one or two sentences. A third sentence could include who is responsible and a timeline.

- Once the main motion is determined, develop three to five statements to support the adoption of it. These are worded as "Whereas" clauses. These points should be the most important and least controversial arguments for the motion. Less than three points may not make the case depending on the motion, and more than five may get too complicated and confuse the issue. Again, it is important to stay focused on the points that are strictly necessary. Leave other points for the discussion.

- When the resolution is finally written, it begins with the "Whereas" clauses and ends with the resolved clauses. Robert's Rules of Order, Newly Revised prescribes the proper format, capitalization and punctuation. Again, it is a good idea to consult with members who can be of assistance, as well as the most recent edition of Robert's Rules of Order, Newly Revised, to ensure your resolution is correctly formatted.

See the sample resolution in Support Tools at www.ALAforVeterans.org.

SAMPLE Resolution

For consideration at the district convention

Submitted by: *Sample Unit in the District*

Subject *Adopt a Service Member's Family*

Date: *May 1, 2014*

Whereas, Part of the mission of the American Legion Auxiliary is to "honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad," and our national president has asked members to focus on that mission in our units this year; and

Whereas, The families of our military service personnel also sacrifice much, and they have special needs that can and should be assisted with by members of The American Legion Family; and

Whereas, Military families can be found in all our communities; now be it,

Resolved, *That the units in our district will adopt at least one family of a veteran or currently serving military person and work this year to help that family in any way the unit is capable; and be it further*

Resolved, *that the units will report their activities at the next district meeting.*

Convention Action: (circle one) *Approved Rejected*

Signature _____ Date _____

Note: Changes to Unit C&B are to be submitted to Department Constitution & Bylaws Chairman for review.

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American Legion Auxiliary National Report and Award Cover Sheet

PLEASE BE AWARE THE AWARDS AND REPORTING PROCESSES HAVE CHANGED. READ THE FOLLOWING INFORMATION CLOSELY TO ENSURE THAT YOU HAVE SUPPLIED ALL NEEDED INFORMATION.

Member: The National Report and Award Cover Sheet should be attached if you are reporting. Submission may make you or your unit/department eligible for a national award.

Department Chairman and Unit Chairman: This cover sheet should be attached to each narrative submitted as a year-end report or if you are applying for a department or unit national award.

- Send all award entries/year-end narrative reports to the appropriate program's division chairman unless otherwise noted in the Annual Supplement to the Programs Action Plan.
- All year-end narratives will be judged as award entries.
- Award winners are announced in the respective committee "pre-con" meeting prior to the start of ALA National Convention. All awards will be mailed to the winners' department headquarters at the close of ALA National Convention.

To all submitting this form:

Submissions become property of the American Legion Auxiliary National Headquarters. Through submission of reports and award entries, the submitter grants nonexclusive reproduction and publication rights to the materials submitted, and agrees to have their names and submission published for ALA use or commercial use without additional compensation or permission.

Please fill out the information as completely and accurately as possible. Award certificates will be completed using the information given on this sheet, so please be sure to complete the form in its entirety. For your convenience, a fillable version of this form is available online at www.ALAforVeterans.org.

For the award for which you wish to be considered, please refer to the 2017-2022 Programs Action Plan at www.ALAforVeterans.org for the specific criteria such as photographs, narrative length, submission deadline, and point of contact. Please include all required documentation along with your submission of the National Report and Award Cover Sheet. All awards will be mailed to the department office after ALA National Convention. Department presidents may wish to recognize award recipients by presenting them with the award at a department function.

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American Legion Auxiliary National Report and Award Cover Sheet

Please note, your report will also be viewed as an award entry.

Complete the following if you are applying for a member award. Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of state where you are a member: _____

Member Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: (____) _____

Nominator's Email address: _____

National committee sponsoring award: _____

Type of Award: Department Unit Member

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (circle one) name: _____

Above listed person's ALA member ID#: _____ Phone number: (____) _____

Email address: _____

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman: _____

Chairman's phone number: (____) _____ ALA member ID#: _____

Chairman's email address: _____

Please see your committee's Annual Supplement to the Programs Action Plan to determine where to send this form.