

**2024-2025 American Legion Auxiliary
Department of New York
Constitution & Bylaws / Resolutions**

Department Chairman

Deborah Morris

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- The Constitution & Bylaws program informs and educates members of the American Legion Auxiliary on the importance and power of having properly written and regularly reviewed and updated governing documents at all levels of the organization.
- Your governing documents include your articles of incorporation (if incorporated), constitution, bylaws, standing rules, and policies.
- These fundamental rules of the organization state how the membership agrees to govern itself, how it will choose its leaders, hold its meetings, and policies of the administration of the organization.
- Knowing the non-profit laws in your state provides the essential foundation for your governing documents at the department, district, county, and unit level.
- The importance of having governing documents in place to allow operations to continue in an emergency has become absolutely vital.
- Keeping your governing documents up to date and making them available to all members are key to a healthy organization that functions as a team to support our veterans, military, and their families.
- Remember that department, district, county, and unit constitution, bylaws, and standing rules cannot be in conflict with national governing documents.
- When the national constitution, bylaws, and standing rules change, departments, districts, counties, and units should automatically update their governing documents.
- Contact your Department Constitution & Bylaws Chairman for assistance. The National Association of Parliamentarians is a good resource to find a professional registered parliamentarian near you.

**2024-2025 American Legion Auxiliary
Department of New York
Parliamentary Procedure**

Department Chairman

Joan Caccamo

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Parliamentary procedures will ensure that your meetings will run smoothly, thereby making for a more successful organization at all levels.

Eight Steps in Processing a Main Motion

Step 1: Member rises and addresses the chair when nothing is pending. "Mr. President." Or "Madame President."

Step 2: Chair recognizes member by nodding at the member or stating his name. "Mr. Williams."

Step 3: Member states his/her motion. "I move that we have a canned food drive."

Step 4: Another member seconds the motion (without recognition). "Second."

Step 5: Chair states the motion and places it before the assembly for discussion. "It is moved and seconded that we have a canned food drive. Is there any discussion?"

Step 6: Members have the right to get recognition and debate the motion. During debate subsidiary motions (i.e., amendments) may be introduced to help the assembly make a final decision.

Step 7: When discussion is finished the Chair puts the question to a vote. "The question is on the adoption of the motion that we have a canned food drive. Those in favor, say AYE." (Pause.) "Those opposed, say NO." (Pause.)

Step 8: Chair announces the results of the vote. "The AYES (NOES) have it; the motion is adopted (lost); we will (not) have a canned food drive; the next business in order is ..."

Methods of Voting

Unanimous Consent – no member objects to a proposal that meets with general approval, a vote of silent agreement.

Voice Vote – regular method of voting on any motion that does not require more than a majority vote, most common form of voting.

Rising Vote – method used when a two-thirds vote is required for adoption; is also used when a member calls for a division of the assembly.

Show of Hands or Voting Cards – an alternative method for a rising vote.

Counted Vote – can be ordered by the chair when it appears a voice vote is unclear, and it can be ordered by a majority vote of the assembly.

Ballot or Roll Call Vote – can be ordered by a majority vote of the assembly and is required if specified in bylaws.

**CONSTITUTION & BYLAWS / RESOLUTIONS
2024-2025**

TRANSMITTAL FORM

Unit Name and Number _____

County _____ District _____

Constitution & Bylaws Chairman:

Name _____

Address _____

Telephone _____ Email _____

Have you:

- € Used the "Suggested Unit Constitution & Bylaws" form from the Department website?
- € Printed and completed two copies?
- € Completed all blanks on both forms, including the date the changes were approved?
- € Obtained the signatures of the President and Secretary on both forms?
- € Enclose a current copy of the Unit Constitution & Bylaws?
- € Updated your standing rules regarding your unit dues? Form can be found on the department website.

Send the completed documents with this form to:

PLEASE NOTE: If you are mailing in your Constitution and By-Laws with updates for approval please send via regular mail. **DO NOT** send via Certified Mail/Registered Mail.

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PLEASE MAKE SURE ALL DOCUMENTS ARE SIGNED AND DATED

Unit Name and # _____

Date of Unit Approval _____

Signature of Unit President

Signature of Unit Secretary

Contact information: phone # and email

Address, city, state, zip

Signature of Department Constitution & Bylaws Chairman, Reviewed and forwarded to Department.

Date

STANDING RULES

1. The dues of Senior Members shall be (Current Per-Capita) + (_____)unit portion per year. As provided in the Unit Bylaws, modification to the dues for Senior and Junior members shall require a two-thirds vote in the affirmative by the members present at the meeting.
2. The dues of Junior Members shall be (Current Per-Capita) + (_____)unit portion per year. As provided in the Unit Bylaws, modification to the dues for Senior and Junior members shall require a two-thirds vote in the affirmative by the members present at the meeting.

Note: A Unit may have Standing Rules in addition to rules #1 and #2 above, subject to the review of the Department Constitution & Bylaws Chairman. If you have additional standing rules start with #3 and attach it to this page.

**UNIT CONSTITUTION & BYLAWS / RESOLUTIONS
REPORT FORM
2024-2025**

Reporting dates: **November 1, 2024** **April 1, 2025**

Unit Name and Number _____

County _____ District _____

Unit Constitution & Bylaws Chairman:

Name _____

Address _____

Telephone _____ Email _____

_____ **Unit does not have a Constitution and Bylaws chairman**

Has your Unit done an annual review of their Constitution & Bylaws?

- Yes
- No

Do you know when your Unit Constitution & Bylaws and/or Standing Rules were last revised?

- Yes - on _____
- Not sure

Has your Unit sponsored any Constitution & Bylaws activities? If so, what?

**** No activities, hours, expenses, donations, or dollars spent for this committee are to be included in the Impact report.**

Send completed form to your County Constitution & Bylaws Chairman

Keep a copy for your records

**COUNTY CONSTITUTION & BYLAWS / RESOLUTIONS
REPORT FORM
2024-2025**

Reporting dates: November 10, 2024 April 10, 2025

County _____ District _____

County Constitution & Bylaws Chairman:

Name _____

Address _____

Telephone _____ Email _____

_____ **County** does not have a Constitution and Bylaws Chairman

Have your Units done an annual review of their Constitution & Bylaws?

- Yes, all of them have
- No, none of them have
- Some of them have (please list the Unit numbers of those who have) _____

When were the County Rules and/or Standing Rules last revised? _____

How did you inspire the Units in your County to review their governing documents? _____

Have any Units in your County sponsored any Constitution & Bylaws activities?
If so, what?

**** No activities, hours, expenses, donations, or dollars spent for this committee are to be included in the Impact report.**

Send completed form to the Department Constitution & Bylaws Chairman by mail.

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