

**2023-2024 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.

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**2023-2024 American Legion Auxiliary  
Department of New York  
Parliamentary Procedure**

**Department Chairman**

**Ann Geer  
509 Highland Ave  
Horseheads, NY 14845  
C: 607-435-2-3972  
Email: nyalaparliamentarian@gmail.com**

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  
2023-2024**

**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?
- € Enclosed 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.

**Deborah Morris**  
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**PLEASE MAKE SURE ALL DOCUMENTS ARE SIGNED AND DATED**



**American Legion Auxiliary  
Department of New York**

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  
2023-2024**

Reporting dates:     November 1, 2023             April 1, 2024

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  
2023-2024**

Reporting dates:     November 10, 2023         April 10, 2024

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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