



AMERICAN LEGION AUXILIARY  
DEPARTMENT OF MICHIGAN  
2023-2024

**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 and Standing Rules are the basis for governance of your Department, District, and Unit. Other governing documents include your Articles of Incorporation (if incorporated) and Policies (e.g., Financial, Ethics, Conflict of Interest, Youth Protection and Whistleblower). 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.

Districts should have Constitution, Bylaws and Standing Rules. District Constitution and Bylaws can be based on the Uniform Unit and/or Department Constitution and Bylaws, but adapted to fit the District. Each District will organize and adopt Bylaws that are in conformity with the Department and National Constitution and Bylaws. Feel free to add other, seldom changed items, to the District Bylaws if they are needed. If there are any items in the Bylaws that might need to be changed frequently, please move those items to the Standing Rules. Standing Rules are easier to amend when circumstances dictate. These fundamental rules of the organization state how the membership agrees to govern itself, how it chooses its leaders, holds its meetings and the policies of the administration of the organization. The importance of having governing documents in place to allow operations to continue in an emergency has also become absolutely vital.

Units in Michigan write Standing Rules only and adopt the Uniform Unit Constitution and Bylaws as prescribed by the Department of Michigan. Please preface Unit Standing Rules with the following statement:

**“The (Name of Unit) Unit # \_\_\_\_ of the \_\_\_\_ District, of the American Legion Auxiliary, hereby adopts the Uniform Unit Constitution and Bylaws as prescribed by the American Legion Auxiliary, Department of Michigan.”**

**“This Unit/District shall be governed by the current edition of *Robert’s Rules***

**Order, Newly Revised, in all questions not governed by articles of the National, Department and Unit/District Constitution and Bylaws.”**

The Uniform Constitution and Bylaws was first adopted in 1925 and has been amended throughout the years. The latest major change to the Uniform Unit Bylaws is the addition of a Code of Conduct. The sections included in this article have been highly recommended for inclusion by the National organization. Please take time to familiarize yourself with this newest Article. It would be an excellent idea to spend a few minutes at each Unit meeting reviewing the Uniform Unit Bylaws. Since the Unit did not write them, many Unit members are unaware of the information contained therein. The Department Constitution, Bylaws, Standing Rules and the Uniform Unit Constitution and By-Laws are available online at [www.michalaux.org](http://www.michalaux.org). The National Constitution, Bylaws and Standing Rules are available at [www.alaforveterans.org](http://www.alaforveterans.org), member resources. The current printed edition is as amended in November, 2022. The online version will soon include the amendments from the 2023 National Convention in Charlotte, N.C.

**At the National Convention 2021, it was stated by the National Constitution and Bylaws Chairman, Trish Ward, that Departments may continue to require Districts and Units to submit their governing documents to the Department for review and approval in spite of the recommendation in the August, 2021 National Magazine article. The Departments are free to determine their own rules and regulations and National will not interfere as long as those rules and regulation are not in opposition to the National Governing Documents. Requiring such review is not in violation of National documents.**

The Constitution and Bylaws (Department and District) should only be changed at your **annual** meeting, with advanced notice that amendments will be on the agenda for a vote. It is a best practice to include a copy of the proposed amendments with the notice so the members can review them in advance of the meeting. Standing Rules (District and Unit) may be amended at any regular meeting, with advanced notice.

Standing rules are related to the details of the administration of your Unit rather than parliamentary procedure. There are policies that outline the customs or wishes of your members and are easily adopted or changed as the need arises. When writing Standing Rules, do not duplicate what is in your Bylaws. Standing Rules should be reviewed annually and changes made as necessary to ensure smooth operation. These rules need to be updated **every three (3) years and sent to the Department Chairman for approval**. If there are no changes, please submit the attached form to indicate the Standing Rules have been reviewed and are up to date. The Standing Rules need to be adopted at a regular meeting. *After adoption, be sure they are dated and signed by the Constitution and Bylaws Chairman and either the President or Secretary.* Two different signatures are required. Please send three (3) copies along with a self-addressed stamped envelope to the Department Chairman for approval or corrections. This chairman will accept submission via email. However, *they still need to be signed and dated.* My email address is [sharonschulte\\_sharon\\_7@msn.com](mailto:sharonschulte_sharon_7@msn.com). If a correction is needed, copies will be returned to you, with a letter stating the correction that is

required. If approved, one signed copy will be returned to you, one copy to Department Headquarters and one copy is kept in the Chairman's file.

**Please remember to send a copy of your approved Standing Rules to your District Constitution and Bylaws Chairman. The Department does not send them a copy.**

This is just for their records and reference. The District does not approve or disapprove the contents.

The objective of this committee is to assist in updating all levels of Governing Documents, have the most current copies on file and serve as a resource as requested. The Constitution, Bylaws and Standing Rules (all levels) are critical in that they govern the operations of this organization. These documents should be considered working tools along with the Unit Guide Book and other Guides issued by National.

The Unit Guide Book (last Revised 2022) is a comprehensive source of information on the American Legion Auxiliary and its programs, Unit operations and procedures. The Guide Book no longer has the Manual of Ceremonies included. The Manual of Ceremonies may be downloaded from the National website ([www.alaforveterans.org](http://www.alaforveterans.org)).

Along with the Unit Guide Book, additional information will be found in the National, Department and Unit Constitution, Bylaws and Standing Rules. These explain the structure of the organization; the topics unique to issues such as: Election of officers; duties and powers of those officers; frequency of meetings; discipline; quorum, etc.; and other rules which are related to the details of the administration of the organization's specific level.

It is each member's responsibility to have a copy of the Unit's Constitution, Bylaws and Standing Rules, to learn the rules governing your Unit. New members should be given a copy along with their membership card so they have the material to study and become interested, productive members. Please remember that **you are a Unit and not a Post**. I have had Unit Standing Rules state they are Post number (whatever) of the American Legion. We are a separate organization and are considered a Unit of the American Legion Auxiliary. Please refer to our organization in that manner.

The Presiding Officer should always have, at hand, the Unit Guide Book, National, Department and Unit Constitution, Bylaws and Standing Rules and the current edition of Robert's Rules of Order, Newly Revised (12<sup>th</sup> Edition). Questions that are not covered under the Constitution, Bylaws and Standing Rules are governed by Robert's Rules of Order, Newly Revised (12<sup>th</sup> Edition). The Twelfth (12<sup>th</sup>) Edition supersedes all previous editions and is intended, automatically, to become the parliamentary authority in organizations whose bylaws prescribe "Robert's Rules of Order," "Robert's Rules of Order Revised," and "Robert's Rules of Order Newly Revised," or "the current edition of" any of these titles, or the like, without specifying a particular edition. If the bylaws specifically identify one of the eleven previous editions of the work as parliamentary authority, the bylaws should be amended to prescribe "the current edition of "Robert's Rules of Order Newly Revised."

Think about spending at least a few minutes at each meeting reviewing and discussing a section of your governing documents to make everyone more aware of the proper way for your Unit and District to conduct business. It will also bring to light any misunderstanding your members may have about the documents and their content.

On the Department level, amendments to the Constitution and Bylaws are proposed through the Resolution process. **There are deadlines for submission of amendments to our governing documents as follows:**

- **The Department Constitution- Article VIII Amendments Section 4:** “Triplicate copies of the amendments shall be in Department Headquarters not later than **sixty (60) days** prior to the opening of Department Convention.” **Also Section 1:** “This Constitution may be amended at any Department Convention by a vote of two-thirds (2/3) of the delegates present and voting, provided the proposed amendments be written in Resolution form and shall have been submitted through the Department Secretary-Treasurer to the Units and members of the Department Executive Committee by mailing same at least forty-five (45) days prior to the convening of the next Department Convention; and provided further, that all proposed resolutions shall be read at a regular meeting of the Convention.” **As well as Section 2:** Necessary amendments proposed after distribution or revision as shown in Section 1, may be adopted by a two-thirds (2/3) vote of the delegates present and voting, provided they have been read at one (1) meeting of the session prior to taking the vote.”
- **The Department Bylaws-Article IX Amendments Section 2:** “Triplicate copies of proposed amendments pertaining to the Bylaws shall be in Department Headquarters not later than **sixty (60) days** prior to the opening of Department Convention for circulation to the Units.” **Also, Section 1:** These Bylaws may be amended at a Department Convention by a two-thirds (2/3) vote of authorized delegates or alternates present and voting, provided the proposed amendments be written in Resolution form and have been read in the Convention at a previous meeting or have been distributed to all Units in printed form at least forty-five (45) days before the annual Department Convention.”
- **The Department Standing Rules- Preface Paragraph 2:** A Standing Rule may be amended or rescinded by a two-thirds (2/3) vote, or if notice has been given, by majority vote. **Please Note- the Standing Rules do not mandate a specific length of time for advance notice to be given. It also does not mandate that amendments to Standing Rules need to be in Resolution form.**

**The deadline dates prior to the 2024 Department Convention in Sault Ste. Marie are:**

- **Sixty (60) days- May 12, 2024**
- **Forty-five (45) days- May 27, 2024**
- **Thirty (30) days- June 11, 2024**

Resolutions that do not directly affect our governing documents should be in the Department office, in triplicate, not less than 30 days prior to the start of our Annual Convention.

With the rules set forth by National, Department and Unit, your Unit should run smoothly and efficiently. If this committee can assist you in any way, please do not hesitate to contact me. I am here to serve and assist you and your Unit and District in any manner that I can.

Sharon A. Schulte, Chairman  
22581 Raven Ave.  
Eastpointe, Michigan 48021

Cell phone 313.498.1797  
[sharonschulte\\_sharon\\_7@msn.com](mailto:sharonschulte_sharon_7@msn.com)

Unit #4 – 7<sup>th</sup> District

#### **Attachments**

*Guidelines for Units and Districts*

*Ideas- Member and Unit*

*Constitution and Bylaw Reporting*

*How to Write Standing Rules*

*Guide for Writing Standing Rules*

*How to Write a Resolution*

*Resolution Form*

*Rules Governing Resolutions*

*How to be an Effective Parliamentarian*

*Additional Resources*

*No Change Form for Standing Rules*

## Constitution and Bylaws Department Guide Attachments

### What can you do?

The following is provided as a guideline to help review your Constitution, Bylaws and Standing Rules. *Please remember that Department, District, and Unit Constitutions, Bylaws and Standing Rules cannot be in conflict with National governing documents.*

### Guidelines for Units and Districts

- A. Constitution & Bylaws: Written by the Department and Districts
  1. are the foundation of the organization
  2. 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
  3. are the law of the organization
    - should be reviewed, but not changed unnecessarily, every year
    - have direct bearing on the rights of members
  4. should have a standard form and content
  5. define the primary characteristics of the organization
  6. prescribe how the organization is structured and functions
  7. include all rules that are so important that they cannot be changed without prior notice.
  8. the Department of Michigan prescribe a Uniform Constitution and Bylaws for all Units within its jurisdiction (See Department Bylaws Article VI Unit Organization, Section 5)
- B. Standing Rules: Written by the Department, Districts and Units
  1. Relate to the details of administration for the organization
  2. 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
  1. 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.

2. 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!
- 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 Standing Rules, as well as policies and procedures, to conform to the National organization’s recent updates.
- Plan a parliamentary procedure seminar at a Unit/District function.
- Include your Juniors in these learning activities where appropriate

### **Constitution & Bylaws Reporting**

*There will be no Mid-year report required.*

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

- Have you done an annual review of your Constitution & Bylaws (for Districts) and Standing Rules (for Districts and Units)?
- When was your District/ Unit Constitution & Bylaws (for Districts) and Standing Rules (for Districts and Units) last revised?
- How was your District/Unit inspired to review their governing documents, including the Uniform Unit Constitution and Bylaws?
- Has your District/Unit sponsored any Constitution & Bylaws activities? If so, what were those activities?
- Did your District/Unit participate in a web-based Constitution & Bylaws activity? If so, was it helpful?
- Please include photos of your Constitution and Bylaw activities

## HOW TO WRITE STANDING RULES

### 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).
- Present it at a department, district or unit meeting as appropriate.
- 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 requires 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.

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 \_\_\_\_\_(Unit name and number) of the \_\_\_\_\_District, American Legion Auxiliary, hereby adopts the Constitution & Bylaws as prescribed by the American Legion Auxiliary, Department of Michigan.** (See Unit Bylaws, Article VIII, Section 14). *This does not appear on District Standing Rules as each District should write their own Constitution and Bylaws.* (See Department Standing Rules, District Organization and Bylaws, paragraph 2)

**This Unit/District shall be governed by the current edition of *Robert's Rules of Order, Newly Revised*, in all questions not governed by articles of the National, Department and Unit Constitution and Bylaws.**

1. State time (day and hour) of meeting, place of meeting and information on notification of meeting. Are you meeting all twelve (12) months? (See Unit Bylaws, Article VI-Meetings)
2. Dues – Senior, Junior, Gold Star Mothers, Life Members.
3. Process for selecting Life Members.
4. Election (See Unit Bylaws, Article I and II)
  - 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, District meetings, representatives for Fall Conference and Winter Meeting – when and how selected. (Unit Bylaws, Article 1, Section 2)
6. Installation of officers – when, where, who is in charge. (Unit Bylaws, Article 1, Section 2). Remember Officers take office at the close of Department Convention.
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, District meetings, representatives to Fall Conference and Winter Meeting 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
  - l. Filing of 990 Form with IRS – who files and when
9. The fiscal year of this department/district/unit will be July 1<sup>st</sup> through June 30<sup>th</sup> inclusive. (See Unit Bylaws, Article III)
10. Audit – when and by whom. (Unit Bylaws, Article X, Section 4)
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. The signature of the Constitution & Bylaws chairman and president or secretary **MUST** appear on the bottom of the list.

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Unit/District President or Secretary

\_\_\_\_\_  
Unit/District Constitution & Bylaws Chairman

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Department Constitution and Bylaws Chairman

**Mail three (3) copies of your Standing Rules to the Department Constitution and Bylaws Chairman. An email copy will also be accepted, but it also must have the required signatures. One copy will be returned for correction or approval (an email copy if received that way). Enclose a self-addressed stamped envelope for return of your copy. One copy will be for the Department File and one for the Department Chairman File. (It is important that we have the name, address and phone number or email of a person to contact in the unit.)**

## **HOW TO WRITE A RESOLUTION**

### **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](http://www.ALAforVeterans.org).

RESOLUTION

This form must be filled out in triplicate and signed by two (2) qualified delegates or by vote of a Unit or District

DEPARTMENT HEADQUARTERS, AMERICAN LEGION AUXILIARY

Date \_\_\_\_\_

The Unit/District of \_\_\_\_\_ submits the following resolution for consideration by the \_\_\_\_\_ Committee.

SUBMITTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

(ALL RESOLUTIONS ARE ROUTED TO THE RESOLUTION COMMITTEE)

Resolution number \_\_\_\_\_ Subject \_\_\_\_\_

(Do not fill in resolution number or subject)

RESOLUTION

WHEREAS: \_\_\_\_\_

\_\_\_\_\_

WHEREAS: \_\_\_\_\_

\_\_\_\_\_

Now therefore be it

RESOLVED: \_\_\_\_\_

\_\_\_\_\_

Adopted by \_\_\_\_\_ at meeting held \_\_\_\_\_ in \_\_\_\_\_  
(Unit or District) (Date) (Place)

Signature

Signature

DO NOT WRITE BELOW THIS LINE)

ROUTING (For use of Department Resolution Committee)

1. \_\_\_\_\_ Committee \_\_\_\_\_ Reject \_\_\_\_\_ Approved

2. \_\_\_\_\_ Committee \_\_\_\_\_ Reject \_\_\_\_\_ Approved

REVISION: If necessary, Originating committee or Resolutions Committee will re-write and submit

CONVENTION ACTION: \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Resolutions Chairman or Secretary

## Rules Governing Resolutions

The following rules pertaining to resolutions are taken from the Department Convention Rules, as voted on at the last Department Convention.

1. Any resolution or recommendation involving the expenditure or appropriation of monies shall be referred to the Department pre-convention Finance Committee before being considered. The Department pre-convention Finance Committee shall act upon the resolution or recommendation and mark its action on the resolution. The Finance Chairman will attest by signature. It shall then be returned to the Committee of origin for its consideration. This does not preclude consideration of any new business which may be brought up on the Convention floor.
2. Resolutions regarding action by The American Legion may be called for as directed by the Department President. Resolutions or recommendations in conflict with the policy of The American Legion shall not be considered.
3. All resolutions shall be presented by the Resolutions Committee and shall be voted upon individually as presented, with the exception of courtesy resolutions.
4. Resolutions in writing signed by two duly qualified delegates may be presented from the floor when there is nothing before the Convention, and shall at once be referred without discussion to the Resolutions Committee.
5. Resolutions acted upon by any Committee shall be presented in writing by that Committee Secretary to the Resolution Committee within one hour after adjournment of that Committee. Resolutions referred to each Committee by the Resolutions Committee shall be returned to the Resolutions Committee immediately after the  
Committee has acted upon them. They shall be marked with the action taken.
6. The Resolutions Committee shall give the proponent of a resolution the opportunity to explain said resolution. The Resolutions Committee shall report to the Convention all resolutions properly presented to them and accepted by a majority vote of the committee to which they were referred.
7. Any committee may amend resolutions before favorably reporting same. All resolutions rejected by a committee shall be marked "Rejected" signed by the chairman and returned to the Resolutions Committee.
8. A resolution presented properly and rejected by a committee may be brought before the Convention by a majority vote of the Convention body. Also, any resolution adopted by a pre-convention committee and rejected by the Resolutions Committee shall be brought to the attention of the Convention for information and explanation.

**Keep in mind, resolutions involving governing documents must be in the Department office 60 days prior to Convention. All other resolutions need to be in the Office 30 days prior to Convention.**

## HOW TO BE AN EFFECTIVE PARLIAMENTARIAN

### Step-by-Step Instructions:

- **BE IMPARTIAL** – The parliamentarian is much like an official in a game. They are to be impartial and make sure everyone plays by the rules. Similarly, as the official does not play the game, the parliamentarian does not exercise the same rights as a member. They do not make motions, debate, or vote, except by ballot.
- **KNOW THE RULES** – Just as a referee must know the rules of the game, a parliamentarian must know the rules of the organization and of the parliamentary authority. As the size of the group increases, so must the depth of knowledge of the parliamentarian. A department parliamentarian must know and understand bylaws, standing rules, and parliamentary procedure much better than a unit parliamentarian.
- **PRESIDENT'S APPOINTMENT** – The president appoints the parliamentarian for their knowledge and skills, not as an honor or special appointment for a friend. The parliamentarian should be someone reliable and trusted to provide accurate advice for everyone on both sides of an issue. The president and parliamentarian should have a good working relationship.
- **VARIED ROLES** – The parliamentarian has a variety of duties before and during meetings with members, committees, officers, and boards. The goal is for the business to be handled properly and smoothly.
- **DUTIES BEFORE A MEETING** – Review the agenda with the president to be familiar with the business and possible problems that may arise. Review the bylaws and standing rules of the organization. Work with any committee members who request assistance in preparing reports for the meeting.
- **DUTIES DURING A MEETING** – Preparatory work before the meeting should reduce the work necessary during the meeting. The parliamentarian should arrive early to counsel as needed. Have a copy of the governing documents at the meeting. Keep track of the motions to assist the presiding officer. Be as inconspicuous as possible. Provide advice when requested and communicate with the president tactfully and discreetly. Remain impartial and be prepared to cite references if needed. Be available after the meeting for further counsel.
- **DUTIES FOR A CONVENTION** – The duties of the parliamentarian for a convention include those listed for meetings. Also be prepared to advise convention committees such as resolutions, credentials, rules, and elections. Review the script with the presiding officer. Stay focused, steady, patient, and fair.
- **PARLIAMENTARY AUTHORITY** – Any organization requires rules of operation. The most important should be the hardest to change. Typically, these include a Corporate Charter, Constitution and/or Bylaws, Rules of Order such as *Robert's Rules*, and Standing Rules. The Charter, Constitution, Bylaws, and Standing Rules are written specifically for a given organization. Those rules take precedence in governance. On matters not specifically addressed in those documents, the Rules of Order specified in the Bylaws are the parliamentary

authority. This is usually the most recent edition *Robert's Rules of Order, Newly Revised*. A parliamentarian should spend time studying these rules.

- **HELP MEMBERS LEARN** – During your year of service as parliamentarian also consider working with members to educate them in parliamentary procedure. This can be as you counsel them in their roles or teach lessons to further develop their knowledge and skills.
- **DEVELOP YOUR KNOWLEDGE** – Good parliamentarians are always learning their craft. Invest in your knowledge. Resources are available through Emblem Sales, through parliamentary associations, and online.

**Resources** Available through Emblem Sales at [emblem.legion.org](http://emblem.legion.org):

1. National Constitution, Bylaws, and Standing Rules (also available on the Auxiliary's website at [www.ALAforVeterans.org](http://www.ALAforVeterans.org)) #355.202 **\$6.95** (also available for download)
2. *Robert's Rules of Order, Newly Revised* (also available on the internet at <http://www.robertsrules.com/>) 12th Edition #855.312 **\$14.95**
3. *Robert's Rules of Order, In Brief* #855.303 **\$6.95**
4. Parliamentary Procedure Booklet #755.203 **\$1.95**
5. American Legion Auxiliary Preamble Pocket Card #355.602 **\$1.00**
6. Unit Guidebook #355.200 **\$9.95** (also available for download)
7. Manual of Ceremonies (available online download only- [www.alaforveterans.org](http://www.alaforveterans.org))
8. Department Constitution and Bylaws, Standing Rules are available at [www.michalaux.org](http://www.michalaux.org) for download

Additional Resources

- Department and District Constitution and Bylaws Chairman
- National Association of Parliamentarians website: [www.parliamentarians.org](http://www.parliamentarians.org)
- ALA Academy: Specifically: "Establishing an ALA Culture of Goodwill"  
"Compliance Matters" (Deals mostly with IRS Compliance)

Additional Compliance Courses are being developed- so watch for them.

*See the Constitution & Bylaws page at [www.ALAforVeterans.org](http://www.ALAforVeterans.org) for additional resources.*



## No Changes in Unit/District Standing Rules Form

Unit # \_\_\_\_\_ of the \_\_\_\_\_ District has had no changes in their Unit/District Standing Rules.

Please file this as an attachment to the previous file.

\_\_\_\_\_  
President or Secretary

\_\_\_\_\_  
Constitution and Bylaws Chairman

Date: \_\_\_\_\_

Please submit three (3) copies to the Department Constitution and Bylaws Chairman along with a self-addressed stamped envelope. One copy will be returned to you for your files.

Approved Date: \_\_\_\_\_

\_\_\_\_\_  
Department Constitution and Bylaws Chairman

