

The American Legion Auxiliary Department of Michigan

2025 – 2026 Annual Constitution and Bylaws Reporting Form for Districts

District # _____ **# of Units in District** _____ **# of Units Reporting** _____

Submitter Name _____

Address _____

City/State/Zip _____

Phone # () _____ **email** _____

Please attach a narrative highlighting the special activities of your Units. Include in your report the hours of donated time, and/or the money raised, as well as the in-kind donation values reported by the Units. When supporting an external organization, please explain who they are and how they support our mission or community. This report compiles all Unit reports received and any additional activities completed at the District level. ***Please include photos of your activities along with your narratives.***

Please indicate whether you have a member applying for, or a Unit applying for, any Department or National awards. Don't forget submissions for District Awards as well. Fill out a "Green" Award Sheet for each submission. Include the official name of the award, not just the Best Unit Report, etc. Please send your District report to the Department Chairman for the program you are reporting to and to the District President no later than April 15. Your District President should provide you with that contact info before the Annual Reporting time.

Constitution & Bylaws:

- 1) How many of your Units updated their Standing Rules this year? _____ How many of your Units, at least, did an Annual review of your Standing Rules? _____ How many of your Units have copies of their Standing Rules on file with the District? _____
- 2) Have you done an annual review of the District governing documents? Yes ☐ No ☐ When were your District governing documents last updated? _____
- 3) How many of your Units have gender neutral Standing Rules according to the directive from National? _____ Does the District have gender-neutral governing documents? Yes ☐ No ☐
- 4) How many of your Units give copies of the Unit Constitution to your members? _____ the Unit Bylaws? _____ the Unit Standing Rules? _____ Do your Units have copies of the District's governing documents? Yes ☐ No ☐
- 5) How many of your Units have copies of the Department of Michigan ALA governing documents _____; the National ALA governing documents _____
- 6) How many of your Units have a copy of Robert's Rules of Order, Newly Revised, 12th Edition at Unit meetings? _____ Is there a copy at your District meetings? Yes ☐ No ☐

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- 7) How did your Units/ District inspire your members to review your governing documents?
- 8) Did your Units/District sponsor any Constitution and Bylaws activities? Yes ☐ No ☐ If so, what were those activities?
- 9) Did your members or your Units participate in a web-based Constitution and Bylaws activity? Yes ☐ No ☐ If so, was it helpful? Yes ☐ No ☐ How?
- 10) Please include photos of any Constitution and Bylaws activities. Additional details may be included in your narrative.