

2025 – 2026 Annual Constitution & Bylaws Reporting Form for Units

Unit # _____ District # _____

Submitter

Name _____

Address _____

City/State/Zip _____

Phone # (_____) _____ email _____

Please provide a brief narrative, when requested, in the box provided. If more space is needed, attach a separate sheet. A narrative should explain the activity/event you are reporting. Include in your report the number of members who participated in the event (both ALA members and non-members participating in the event), the hours of donated time, the money spent to hold the event and/or the money raised at the event, and in-kind donation values. When aiding and supporting an outside organization, briefly explain who they are and how they support our mission or the community. A brief narrative need not be more than a short paragraph of two or three sentences.

Please include photos of your activities along with your narratives.

Please indicate if you have a member applying for or if your Unit is applying for any Department or National awards. Please include the official name of the award, not just Best Unit Report, etc. Please send your Unit report to the District President AND to the District Chairman for the program you are reporting. Your District President should provide that contact info for you prior to Annual Reporting time. ***Unit reports are due by March 31.***

Constitution & Bylaws:

- 1) Did your Unit update its Standing Rules this year? Yes No If no, did you at do an Annual review of your Standing Rules? Yes No When were they last updated?

- 2) Does your Unit have gender-neutral Standing Rules according to the directive from National? Yes No
- 3) Does your Unit give copies of the Unit Constitution to your members? Yes No
The Unit Bylaws? Yes No The Unit Standing Rules? Yes No Does your Unit have copies of the District governing documents? Yes No The Department's governing documents? Yes No The National governing documents? Yes No Does your Unit have a copy of Robert's Rules of Order, Newly Revised, 12th Edition at your Unit meetings? Yes No

4) How did your Unit inspire your members to review your governing documents?

5) Did your Unit sponsor any Constitution and Bylaws activities? Yes No If so, what were those activities?

6) Did your members or the Unit participate in a web-based Constitution and Bylaws? Yes No If so, was it helpful? Yes No How?