



AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA 2026-2027 CONSTITUTION & BYLAWS PROGRAM ENGAGEMENT PLAN

Cheryl S Yoder-CHAIR Email: cbylaws@alaf1.org Cell: 727-501-2562

THE CONSTITUTION & BYLAWS PROGRAM

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. 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. Keeping the governing documents up to date and making them available to all members are the keys to a healthy organization that functions as a unified team.

FLORIDA CONSTITUTION AND BYLAWS ACTIVITY

Department of Florida Constitution and ByLaws Committee no longer approves the Governing documents of the Unit, however a copy of the Unit documents must be submitted to Department Headquarters to be posted on the Department of Florida website.

The Mission of the Constitution and ByLaws Program is to educate the members of the importance and differences of their governing documents:

A. Constitutions & ByLaws

- *are the foundation of the organization**
- *contain the most essential provisions relation to the organization, its name, purpose, membership, officers, meetings, governing board, committees, parliamentary authority and amendments to prescribed structure changes**
- *should be reviewed yearly, but not changed every year**
- *should have a standard form or content**
- *changes to these documents cannot be changed without prior notice and member approval**
- *changes are made by Amendment and or Resolution (Amendment form: Resolutions Committee)**

B. Standing Rules

***relate to the details of administration of the business for the organizations**

***changes may be amended or rescinded at a regularly scheduled meeting: with prior notification by a majority vote, and unless the ByLaws stipulate otherwise by a 2/3 vote without prior notification.**

***changes are by Amendment or Resolution (Forms from Resolutions Committee)**

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 of Florida statute, the Constitution Bylaws, or any special rules of order adopted by the organization.

The Program's mission is also to ensure that members know how they can access their Unit Constitution and ByLaws at alafll.org/Programs. The Unit's C & B is grouped by District on the Constitution and ByLaws Program Page.

- A. Encourage your Unit to review their governing documents especially your Standing Rules which are the actions of the day to day functions of the Unit.**
- B. If the documents need a change then be prepared to explain the Amendment and or Resolution process to make those changes.**
- C. Check that the Unit's governing documents reference " shall be automatically amended to conform to the National Constitution & ByLaws and or Standing Rules respectively of the American Legion Auxiliary" .**
- D. Encourage your members to Review the Constitution and ByLaws Standing Rules for the Auxiliary that is Printed Annually as the Department of Florida Unit Guide.**

By keeping the governing documents up to date and making them available to all members is key to a healthy Auxiliary that functions as a team.

RESOURCES

National Constitution, By Laws and Standing Rules Book

National Unit Guide Book

Department of Florida Unit Guide Book

Robert's Rules of Order Newly Revised 12th Edition

Department of Florida – Constitution and ByLaws Program <https://alafll.org>

ALA National –Constitution and ByLaws Program Page <https://legion-aux.org>

Robert's Rules of Order Online Version

National Association of Parliamentarians: www.parliamentarians.org

ACTION REQUIRED

Unit Chairperson:

- *Encourage your members to access and review the governing documents on all levels of the Auxiliary and especially their Unit**
- *Verify that your Unit has sent a copy their Constitution and ByLaws and Standing Rules to Department**
- *Review the changes made by the State of Florida in reference to the requirements that must be contained in the Constitution and Bylaws of Non-profit Organizations (Effective 7-1-2026)**
- *File your Year-End Unit Report by April 15, 2027**

District Chairperson:

- *Support the Unit Chairpersons of the District to share information and knowledge about the program**
- *Assure all Units in your District complete and submit their Unit report by April 15, 2027**
- *Assure that the District Constitution & ByLaws Report is complete and includes all the Units of your District and then submit to the Department Chairperson by May 1, 2027**

REPORTING

The Unit and District Reporting forms will be on the Department of Florida Website-Constitution and ByLaws Program Action Plan.

Year-end Report of Unit Chair to District Chair April 15, 2027

Year-end Report of District Chair to Department Chair May 1, 2027

PLEASE NOTE: Any Amendments and or Resolutions to the Department of Florida governing documents must be received by the Chair of the Constitution and ByLaws Committee at least 45 days prior to Department Convention. All submissions must be on the approved amendment form.