

American Legion Auxiliary Constitution and Bylaws Committee Action Plan

Purpose

The Constitution and Bylaws Committee is responsible for reviewing, maintaining, and recommending revisions to the Constitution, Bylaws, and Standing Rules of the organization to ensure compliance with American Legion Auxiliary governing documents, applicable laws, and current operational needs.

Goals and Objectives

Goal 1: Review Existing Governing Documents

Objective: Conduct a comprehensive review of the Constitution, Bylaws, and Standing Rules.

- Obtain current copies of all governing documents.
- Compare documents with National and Department requirements.
- Identify outdated, conflicting, or unclear provisions.
- Verify compliance with applicable state and federal regulations.
- Develop a list of recommended updates.

Goal 2: Evaluate Organizational Needs

Objective: Ensure governing documents support current operations and future growth.

- Gather input from Unit officers, committee chairs, and members.
- Review issues encountered during meetings or elections.
- Examine membership trends and organizational structure.
- Identify procedures requiring clarification or modernization.

Goal 3: Draft Proposed Amendments

Objective: Prepare clear and legally sound amendments.

- Draft revisions using proper amendment format.
- Provide rationale for each recommended change.
- Consult the Department Judge Advocate or legal advisor when needed.
- Review drafts internally before presentation.

Goal 4: Educate Membership

Objective: Ensure members understand proposed changes.

- Publish proposed amendments before membership meetings.

- Conduct informational sessions and question-and-answer opportunities.
- Provide side-by-side comparisons of current and proposed language.
- Encourage member feedback.

Goal 5: Present and Process Amendments

Objective: Follow proper procedures for adoption.

- Verify notice requirements are met.
- Present amendments at scheduled meetings.
- Conduct voting according to current Bylaws and parliamentary procedure.
- Record all approved amendments in meeting minutes.
- Update official copies promptly following adoption.

Annual Committee Schedule

Review and Assessment Phase

- Review Constitution, Bylaws, and Standing Rules.
- Identify needed revisions and updates.
- Research National and Department requirements.
- Establish committee goals and priorities for the year.

Evaluation and Development Phase

- Gather input from Unit officers, committee chairs, and members.
- Review operational issues related to governance documents.
- Identify procedures requiring clarification or modernization.
- Begin drafting proposed amendments.

Amendment Review Phase

- Complete draft amendments.
- Review recommendations with Unit leadership.
- Consult Department Judge Advocate or legal advisor as needed.
- Refine amendment language and supporting rationale.

Implementation and Reporting Phase

- Present proposed amendments to the membership.
- Conduct informational sessions and receive feedback.
- Process amendment votes in accordance with governing documents.
- Update official documents with approved amendments.
- Prepare and submit the annual committee report.
- Develop recommendations for the incoming committee year.

Committee Responsibilities

- Maintain accurate and current governing documents.
- Ensure consistency among all governing documents.
- Recommend changes that improve organizational effectiveness.
- Advise leadership regarding constitutional and bylaw matters.
- Preserve historical records of amendments and revisions.
- Support fair and transparent governance.

Committee Member Roles and Responsibilities

Committee Chair

- Lead all committee meetings and activities.
- Develop annual committee goals and work plans.
- Assign tasks and monitor progress.
- Serve as the primary liaison with Unit leadership.
- Present committee reports and recommendations to the membership.
- Ensure compliance with governing documents and established procedures.

Committee Members

- Actively participate in committee meetings and discussions.
- Review governing documents and identify needed revisions.
- Research best practices and compliance requirements.
- Assist in drafting recommendations and proposed amendments.
- Provide objective input and constructive feedback.
- Support member education regarding proposed changes.
- Participate in presentations and amendment review sessions.
- Promote transparency, fairness, and consistency.
- Maintain confidentiality when appropriate.
- Prepare for meetings by reviewing materials in advance.
- Support the mission and objectives of the American Legion Auxiliary.
- Work collaboratively to strengthen governance and organizational effectiveness.

Success Measures

- Annual review completed.
- All governing documents updated and maintained.
- Member concerns addressed in proposed revisions.
- Constitutional and bylaw conflicts eliminated.
- Approved amendments distributed to all Unit officers and committee chairs.
- Compliance with National, Department, and state requirements maintained.

Prepared By: Constitution and Bylaws Committee

Date: _____

Approved By: _____

Unit President / Presiding Officer

For God and Country