

American Legion Auxiliary
Department of California



Constitution and Bylaws - Unit Mid Year Report for 2021-2022

District # _____ Unit # _____ Total # of Members _____ Srs _____ Jrs _____

Unit Chairman: _____

Phone #: _____ Email: _____

1. Is your Unit due to rewrite the Bylaws this year? Yes ___ No ___
2. Will your Unit amend the Bylaws this year? Yes ___ No ___
3. Has the Unit reviewed/studied the Bylaws this year? Yes ___ No ___
 - a. If so, how? _____
4. Does the Unit have Standing Rules? Yes ___ No ___
 - a. Will the Standing Rules be revised this year? Yes ___ No ___
 - b. If not revised were the Standing Rules studied or reviewed? Yes ___ No ___Explain _____
5. Are the Constitution and Bylaws and Standing Rules in a Procedure Book for the following?
 - a. President Yes ___ No ___
 - b. Secretary Yes ___ No ___
 - c. Constitution & Bylaws Chairman Yes ___ No ___
 - d. Others (please list) _____
6. Does the Unit use the following when conducting Unit Meetings?
 - a. Roberts Rules of Order Newly Revised Yes ___ No ___
 - b. Constitution & Bylaws Yes ___ No ___
 - c. Standing Rules Yes ___ No ___
 - d. What is the *revision date* of the Unit's most current Roberts Rules of Order? _____
7. Does the Unit give a copy of the following to new Members?
 - a. Constitution & Bylaws Yes ___ No ___
 - b. Standing Rules Yes ___ No ___
8. Do members recite the Preamble to the Constitution at Unit meetings? Yes ___ No ___
 - a. How many members have it memorized? _____
9. Does the Unit have a copy of the Department Constitution & Bylaws? Yes ___ No ___
 - a. Are they utilized for information? Yes ___ No ___
 - b. Does the Unit have a copy of the District Constitution & Bylaws? Yes ___ No ___
 - c. Does the Unit utilize the District Constitution & Bylaws? Yes ___ No ___

Submit this completed form to your **District Chairman** no later than December 1, 2021.

District 1

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