Constitution, Bylaws and Standing Rules

The Constitution is OUR document that covers the background of our organization. It includes everything that seldom changes (if ever). It defines the name, nature, eligibility, officer and the election process, term of each position and how many terms they may serve. They are the laws of our organization and should be reviewed, but not changed every year. They also have a direct bearing on the rights of members. They should have a standard form and content. They define the primary characteristics of our organization. They tell us how the organization is structured and it’s functions. National, Departments (States), Districts (in some departments) and Units all have a Constitution.

The purpose of this program is to stress how important it is for all levels of our organization to have properly written, reviewed and updated documents, policies and procedures to conduct meetings, and to let our members know about these tools we have in place for our organization.

Standing Rules should be reviewed annually and updated as necessary. Standing Rules relate to the details of administration of our organization. They may be adopted by a majority vote. They may also be amended or rescinded at any regular scheduled meeting with prior notification by a majority vote, (unless the bylaws stipulated otherwise), without prior notification they can revised by a two-thirds vote.

You need to look at your documents after each National and Department Convention and make any and all changes that have been made that may affect your Unit.

The Robert Rules of Order; newly revised shall govern Our organization in all cases that are not in conflict with stature, the constitution, the by-laws, or an special rules or order adopted by our organization.

You should share Department Mailings and District newsletters with your Unit.

Each meeting is a great privilege that we should be thankful for – to advance the Color, to recite the Pledge of Allegiance, Our Preamble, and SD Pledge and complete the meeting with retirement of the Colors.

We encourage Units to look at their governing documents and update them, if needed. After doing so please send a copy to the SD Department Office and to me, [susielearing@gmail.com](mailto:susielearing@gmail.com). You can find a template at our web-site https: #www.sdlegionaux.org.

**Please DO report your time and dollars that spend on this program.** (Parts of this were stolen AnnaMae Warnier’s report).

Susie Learing

Constitution and Bylaws Chairman

SD 2nd Vice President 2023/2024

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