

**American Legion Auxiliary**  
Department of California



**Constitution and Bylaws - Unit Mid Year Report for 2022-2023**

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, 2022.

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