

CONSTITUTION, BY-LAWS AND STANDING RULES

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Mid-year Report due December 15, 2022
Year-end Report due May 1, 2023

If you haven't reviewed your governing documents, which are your Constitution, By-laws and Standing Rules in the last three years this is the year to do it. You need to verify that what you are doing in your unit is what is written in your documents, and to make any changes that may be needed. Check your Unit constitution with the Department constitution so that you can make any needed updates or changes to your unit documents.

When you make changes to your constitution, send a copy of the constitution along with three signed copies of the signature sheet to Department Headquarters in Wilsonville. Department will in turn forward that document to the Constitution and By-laws chairman for their review. Once it has been reviewed and approved, the unit will receive its signed signature sheet from the Constitution and By-laws chairman. Once the signature sheet is signed, your Constitution and By-laws is current. Without the signature sheet being signed by the Department Constitution and By-laws chairman it is not your current revision. **See the following example** of a signature sheet that accompanies the unit Constitution and By-laws when sent to Department.

EXAMPLE ONLY – DO NOT fill this out and send to the chairman. This is an example of what needs to be at the end of your Constitution, By-laws and Standing Rules. It needs to be signed by the respective officers and chairman.

This Constitution and By Laws were read, voted and approved at our regular

Unit meeting on (date) _____ Time _____ AM PM

X _____	X _____
Unit President	Unit Secretary
X _____	X _____
Unit Constitution & By-Laws Chairman	Dept. Constitution & By-Laws Chairman

If you have no changes to make at the three-year period, send into Department Headquarters a statement that no changes were made and include the three copies of the signature sheet. **(EXAMPLE above)** The same procedure follows. You will receive the signed signature sheet back when the Constitution and By-laws chairman has received it.

Don't let reviewing your governing documents stress you out. If you haven't updated them for a while it can be a bit of a job to clean them up, but once you have them current it doesn't take much to keep them that way. Every unit member should have a copy of your governing documents. These are the documents that let each of your members know what you do, how you do it and why you do it.