

AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OREGON

**DEPARTMENT POLICY - CONSTITUTION & BYLAWS**

1. The first and surely one of the most important functions of your chairmanship is ascertaining that all Convention and D.E.C. actions pertaining to the Constitution, Bylaws and/or Standing Rules have been printed in the Department Handbook. The "Summary of Proceedings" from the immediate preceding Convention has all of the resolutions, Constitution & Bylaw changes acted upon at the Convention. Changes to the Standing Rules usually come before a D.E.C. and would be included in the previous years minutes, available upon request from Department Headquarters.
2. The Constitution & Bylaws are two separate sections, when only the Constitution is affected, state the Constitution will be \_\_\_\_\_; or if only the Bylaws are involved, state the Bylaws will be \_\_\_\_\_.

**STANDING RULES**

1. The Standing Rules are to be updated annually by the Department Constitution & Bylaws Chairman.
2. Standing Rules are listed alphabetically and any changes or additions should be also alphabetical.
3. Changes to the Standing Rules can be acted on by the D.E.C. Proposed changes should be typed, copy to the Department President for prior approval & to Department Parliamentarian for her information and one to Department Secretary for her files.

**UNITS**

1. Urge Units to update their Constitution & Bylaws.
2. Perhaps include Department and National changes in your Department Bulletin.
3. Units to send revised copy of Constitution & Bylaws to Department Headquarters and you, the Department Chairman.
4. Urge members to memorize the preamble.
5. Urge Units and members to study the Department and Unit Constitution & Bylaws.

**NATIONAL CONVENTION**

1. You will receive a listing of resolutions and amendments affecting the Constitution & Bylaws emanating from National Convention. Any that affect the Department Constitution or Bylaws should be announced at the Fall D.E.C.
2. These changes should be typed and given to the Department Secretary for the next years printing of the Constitution & Bylaws.
3. Changes to the Unit Constitution & Bylaws should be handled in the same manner.
7. Amendments to the Constitution and Bylaws acted upon by the National Convention delegates are automatic, they do NOT require approval of the Department Convention delegates.