



American Legion Auxiliary
Department of California
Unit End of Year Report for 2024-2025
Due to District Chairman April 11, 2025

Constitution and Bylaws

District # _____ Unit # _____ Unit Chairman _____

Phone # _____ Email: _____

No Activity reported during this period: _____

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 _____

Please attach a supplemental report describing your Unit's success stories in working the Constitution and Bylaws Program. Please include pictures on a separate sheet at the end of your report. All pictures must be submitted in either .jpg or .pdf format.

If you would like your supplemental report to be considered for a National Western Division Most Outstanding Unit Constitution and Bylaws Award please complete and attach a National Report and Award Cover Sheet.

Submit this completed form to your District Chairman no later than April 11, 2025

District 1

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