

**AMERICAN LEGION AUXILIARY
NEWPORT HARBOR UNIT 291**

JOB DESCRIPTION: CONSTITUTION & BYLAWS

(Updated 1/8/24)

Position: Chairman

Purpose: To inform members about having proper governing documents at all levels of the organization. To periodically review Unit Bylaws and Standing Rules and update according to the current standards, goals and objectives of the Unit.

Duties and Responsibilities:

1. Attend all General Membership meetings.
2. Review and discuss Bylaws (Governing Document) with Executive Board for any necessary amendments.
3. If amendments are needed, adhere to the following procedure:
 - a) The amendment is proposed and voted on at an Executive Board meeting.
 - b) Once the proposed amendment is approved by the Executive Board, the proposed amendment is read at two (2) Unit Membership Meetings. After the second reading, a Motion (proposal) is then made, and the proposed Bylaw amendment is voted on.
 - c) If the proposed amendment is approved at the Unit meeting by two-thirds affirmative vote of the members present, then the Bylaws may be amended.
 - d) Bylaws shall be automatically amended to conform to any changes made in the National or Department Constitution and Bylaws and Model Bylaws where applicable.
 - e) Department must approve any amendments prior to the implementation of any new amendments.
 - f) (Reference Unit Bylaws, Article IX, Section 3)
 - i) All Unit Bylaws and Bylaw amendments shall be submitted for the approval of the Department Constitution and Bylaws Chairman and signature of the Department President.
 - ii) Units shall submit two (2) complete copies of Bylaws and five (5) signature pages, or five (5) copies of proposed amendment, bearing dates of first and second reading and signature of Unit President and Unit Constitution and Bylaws Chairman, with proper spacing allowed for date and signatures of Department Constitution and Bylaws Chairman and Department President.
 - iii) After approval and signatures, the Department Bylaws Chairman will return three (3) signature pages to the Unit.
 - iv) The Unit will place the original copy in the book of approved Bylaws, and forward one (1) copy to the District President and one (1) to the District Constitution and Bylaws Chairman.
 - v) Department Constitution and Bylaws Chairman will keep a copy for Chairman's file and forward one (1) copy to the Department Office file.

4. Review and discuss **Standing Rules** (Unit specific rules) with Executive Board for any necessary changes. These changes may include additions, deletions, and general updates.
5. If changes are needed, adhere to the following procedure:
 - a) The change is proposed and voted on at an Executive Board Meeting.
 - b) Once the proposed change is approved by the Executive Board, the proposed change is read at one (1) Unit Membership Meeting. A Motion (proposal) is then made and the proposed change to the Standing Rules is voted on.
 - c) If the proposed change is approved at the Unit meeting by a quorum of nineteen (19), then the Standing Rules will be amended and become effective immediately.

Reference the Auxiliary Bylaws and Standing Rules. Note, these sections as they refer to the **Position**:

Bylaws:

Article IX - AMENDMENTS

SECTION 3. All Unit Bylaws and Bylaw amendments shall be submitted for the approval of the Department Constitution and Bylaws Chairman and signature of the Department President. Units shall submit two (2) complete copies of Bylaws and five (5) signature pages, or five (5) copies of proposed amendment, bearing dates of first and second reading and signature of Unit President and Unit Constitution and Bylaws Chairman with proper spacing allowed for date and signatures of Department Constitution and Bylaws Chairman and Department President. After approval and signatures, the Department Bylaws Chairman will return three (3) signature pages to the Unit. The Unit will place original copy in book of approved Bylaws, and forward one (1) copy to the District President and one (1) to the District Constitution and Bylaws Chairman. Department Constitution and Bylaws Chairman will keep a copy for Chairman's file and forward one (1) copy to the Department Office file.

SIGNATURE PAGE

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