

**DEPARTMENT OF GEORGIA
CONSTITUTION & BYLAWS REPORT**

Please complete the following report form answering all questions **and submit a narrative** report following the prompts provided. Include a copy of your Constitution and Bylaws and Standing Rules in your submittal.

Submit Report to: Lavette Ray, Chairperson
e-mail: lr2clean@gmail.com
USPS: 340 Edgewood Dr.
Kingsland, GA 31548

Key Program Statement: The Constitution & Bylaws program informs and educates members of the American Legion Auxiliary on the importance and power of having properly written and regularly reviewed and updated governing documents at all levels of the organization. <https://member.legion-aux.org/member/committees/constitution>

Special Note: Department chairs' annual reports reflect the cumulative summary of the activity of units and districts in the department annually to the National organization. **Georgia Department Awards** are for the unit presenting the most outstanding program in training and instruction for Unit Members in Constitution and Bylaws and Parliamentary Procedure. The determination of the winner in the Department of Georgia shall be based on the Unit Constitution and Bylaws report.

Unit #		District #		Town/City	
Name of Unit C&B Chair or other member submitting report:					
Address:				City ST Zip:	
Phone #:		Email:			
Number of Unit Members:					
1. Is the unit incorporated in the State of Georgia?	<input type="checkbox"/>	Yes	If yes, does the unit have on file a copy of the Articles of Incorporation?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No		<input type="checkbox"/>	No
2. When was the last time the Unit's Constitution & Bylaws were reviewed and updated?			Year:		
3. If the unit does not have a Constitution & Bylaws, has the unit requested help from the department to establish these documents?	<input type="checkbox"/>	Yes	If yes, when? <i>(answer below)</i>		
	<input type="checkbox"/>	No			
4. Does the unit have Standing Rules and or Policies?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
5. When was the last time the Unit's Standing Rules were reviewed and updated?			Year:		
	<input type="checkbox"/>	Yes	If yes, what is that frequency? <i>(answer below)</i>		

6. Is there a rule or paragraph in your Bylaws or Standing Rules that require a review at a particular frequency (i.e. annually or every other year) and what is that frequency?	<input type="checkbox"/>	No	
7. Is there a copy of your unit documents on file at Department Headquarters?	<input type="checkbox"/>	Yes	
	<input type="checkbox"/>	No	
8. Does your unit have a copy of the Governing Documents for the National ALA? (Available on the National website: https://member.legion-aux.org/member/committees/constitution)	<input type="checkbox"/>	Yes	
	<input type="checkbox"/>	No	

9. Has your unit reviewed the Department Constitution, Bylaws and Standing Rules dated June 30, 2024? (Available on the Department website: https://www.aladepgtga.com/governing-documents)	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
10. Since May 1, 2025, has your unit reviewed the unit's Constitution, Bylaws, Standing Rules and any policies to ensure no conflicts exist with National's or Department's?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
11. Did Unit members meet with state and national-level public officials to discuss issues facing veterans, service members and their families?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
12. Has your Unit emphasized the memorizing of the Preamble to the Constitution of the ALA?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
13. How many unit leaders and members attended a Department or District Leadership Training Workshop?		
14. How many District and Department meetings/trainings did your President attend? Please list the meetings attended (date and type of meeting).		

In addition to submitting the above report form, please include a narrative of 500-1,000 words answering and describing in appropriate detail the following questions. Please attach a copy of the unit constitution, bylaws and standing rules to the report. In the narrative, please:

1. Describe the methods of educating unit members on the importance and power of having properly written and regularly reviewed and updated governing documents.

2. Describe how the unit emphasizes the importance of memorizing the Preamble to the Constitution of the ALA?
3. Describe any workshops held at the unit level
4. Report attendance in District, State and National training that included instruction in Constitution and Bylaws and Parliamentary Procedure. Include the date, location and level of the training.
5. Describe how the members/leaders that attended District, State and National training shared information with the unit members that did not attend the sessions.
6. Describe how your unit keeps its governing documents up to date available to all members – this is key to a healthy organization that functions as a team to support our veterans, military, and their families.
7. Describe how the unit ensured that the unit’s constitution, bylaws, and standing rules are not in conflict with national and department governing documents.