

Constitution, Bylaws, & Standing Rules

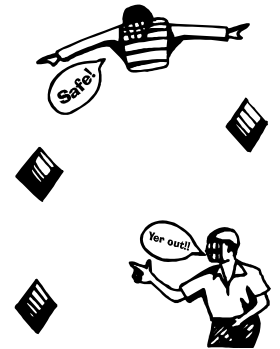
Vickey J. Zwall

Department of Arizona Constitution & Bylaws Chairman

Ask yourself “WHY”!!!

Why we need Constitution/Bylaws and Standing Rules

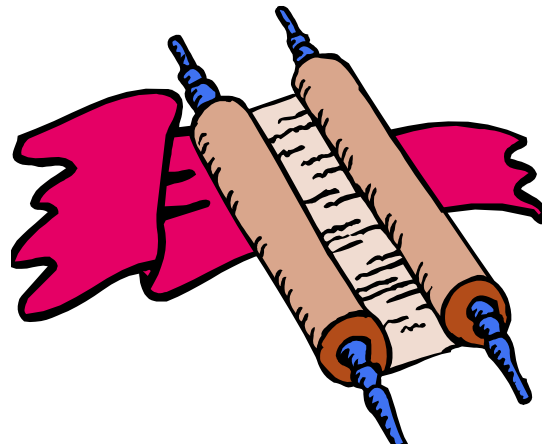
- Would you like:
 - to play a game where the rules can be changed by your opponent anytime during the game so they always win?
 - What about a sporting event, where anything goes and no one knows the rules?
 - Try to complete your work assignments with no direction or guidelines?



If you stated “NO” to any of these, then you know why a set of rules is invaluable to any organization. The set of rules for our organization is the “Constitution, Bylaws, and Standing Rules.”

3 Parts of the C&B

- Part One
 - **CONSTITUTION:** The Constitution is the organization's foundational document. It is a legal document that states the reason the organization was created and is its core structure. It should rarely be amended.



3 Parts of the C&B

- Part Two
 - **BYLAWS:** Bylaws describe how your organization governs itself. They are also a legal document. They are fundamental rules on governance and should not be frequently amended.



3 Parts of the C&B

- Part Three
 - **STANDING RULES:** Standing Rules are more “process -focused” and more specific and administrative than Bylaws. Standing Rules provide details about provisions in the Bylaws. They have the flexibility to be amended more frequently as needed to maintain the effectiveness of the organization.





- Constitution & Bylaws may be amended by a two-thirds vote of members present at a regular District/Unit meeting, provided the proposed amendments shall have been read at the previous District/Unit meeting
 - OR
- Amendments not having been previously read may be adopted by the unanimous vote of the members present.
- Hierarchy of Housekeeping changes:
 - National changes effect
 - Department – Department changes effect
 - District changes – District changes effect
 - Unit Changes

Changing Standing Rules

- Adding or deleting a Standing Rule just takes a simple motion. The motion can be made by any member in attendance at a regular meeting.

FYI: Bylaws and standing rules are interrelated; however, their relationship is strictly hierarchical. Provisions in the bylaws always supersede any standing rule that may be adopted.



Reviewal/Revision Timeline

- Your Unit's Constitution & By Laws should be reviewed each year and revised when needed. When changes are made, a current copy needs to be sent to the Department Constitution & By Laws chairman to review to ensure that any changes made do not violate any provisions of the Department or National organizations rules.
- Who needs a copy of the unit's revised Constitution & Bylaws
 - District Constitution & Bylaws chairman
 - Department of AZ ALA Constitution & Bylaws chairman
 - Department of AZ ALA Office
 - Your Members

