



**CONSTITUTION AND BYLAWS
UNIT MID YEAR REPORT 2016-17**

Unit Name _____ # _____ District # _____

Chairman's Name _____

Address _____ City _____ Zip _____

Phone _____ Total Unit Membership _____

1. Has your Unit written your Bylaws this year? Yes No
2. Has your Unit Amended your Bylaws this year? Yes No
3. Has your Unit reviewed/studied your Bylaws this year? Yes No
4. Does your Unit have Standing Rules? Yes No
 - a. Were they revised this year? Yes No
 - b. If not revised were they studied or reviewed? Yes NoExplain _____
5. Are the Constitution and Bylaws and Standing Rules in a Procedure Book for the
 - a. President Yes No
 - b. Secretary Yes No
 - c. Constitution & Bylaws Chairman Yes No
 - d. Others Yes No
6. Does your Unit use the following when conducting Unit Meetings?
 - a. Roberts Rules of Order Newly Revised Yes No
 - b. Constitution & Bylaws and Standing Rules Yes No
7. Does your 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 have it memorized _____
9. Does your Unit have a copy of the Department Constitution & Bylaws? Yes No
 - a. District Constitution & Bylaws? Yes No
 - b. Are they utilized for information? Yes No

This report must be forwarded to the District Chairman no later than December 1, 2016