



**CONSTITUTION AND BYLAWS
DISTRICT END of YEAR REPORT 2017 - 2018**

District # _____ # of Units in District _____ # of Units Report _____

Chairman's Name _____ Email _____

Address _____ City _____ Zip _____

Phone _____ Total District Membership to Date _____

1. Has your District rewritten your Bylaws this year? Yes/No # of Units reporting rewrites _____
2. Has your District amended your Bylaws this year? Yes/No # of units reporting amendments _____
3. Did your District study/review your Bylaws this year? Yes/No
 - a. If so how?

 - b. Units report review. _____
4. Does your District have Standing Rules? Yes/No
 - a. Were they revised this year? Yes/No
 - b. If not revised were they studied or reviewed? Yes/No Explain _____
 - c. Units reporting Standing rules _____ Units reporting changes and review _____
5. Are the Constitution and Bylaws and Standing Rules in procedure books for the
 - a. District President Yes/No
 - b. Secretary Yes/No
 - c. Constitution & Bylaws Chairman Yes/No
 - d. Others Yes/No

How many Units report that Constitution & Bylaws and Standing Rules are in procedure books for the

 - a. President _____
 - b. Secretary _____
 - c. Constitution & Bylaws Chairman _____
 - d. Others _____
6. Does your District use the following when conducting District Meetings?
 - a. Roberts Rules of Order Newly Revised? Yes/No How many Units Report? _____
 - b. Constitution & Bylaws and Standing Rules? Yes/No How Many Units Report? _____
7. How many Units give a copy of the following to new members?
 - a. Constitution & Bylaws _____
 - b. Standing Rules _____
8. How many Units report they recite the Preamble to the Constitution at Unit Meetings? _____
 - a. How many members have it memorized? _____
9. Does your District have a copy of the Department Constitution & Bylaws? Yes/No
 - a. Is it utilized for information? Yes/No
 - b. How many Units have District & Department Constitution & Bylaws

Attach a SUPPLEMENTAL report for District not to exceed 1000 words.

Mail this report with the Unit Best Supplemental and District Supplemental to Department Chairman:

Jean Cooley-Desmeules, 20600 Main St #40, Carson, CA 90745-1108 no later than **May 1, 2017**