



**CONSTITUTION AND BYLAWS  
UNIT END of YEAR REPORT 2017-18**

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? \_\_\_\_\_
  - b. Are they utilized for information? Yes  No

Attach a unit SUPPLEMENTAL report not to exceed 1000 words.

This report must be forwarded to the District Chairman no later than April 14, 2017

See reverse side of form for District Chairman Information

If there is no District Chairman please mail to your District President

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