



**CONSTITUTION AND BYLAWS
UNIT END of 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? _____
 - 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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Sally Klinetobe 205
1735 Ronald Ave.
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Constitution & Bylaws, District 7
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Constitution & Bylaws, District 30