



**CONSTITUTION AND BYLAWS
UNIT END of YEAR REPORT 2017 – 2018**

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 13, 2018

See reverse side of form for District Chairman Information

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