

## Constitution and By-Laws Instructions

In order to make updating your Unit Constitution and By-Laws easier for both the Unit and the Department Chairman, we have created a fillable template with instructions.

On the template, each of the blue boxes are areas where you will enter unit specific information. As you scroll down the document, you will also find selection buttons and checkboxes to indicate your answers.

<p style="text-align: center;">----- <b>Department of Illinois</b> -----</p> <p>CONSTITUTION AND BYLAWS OF _____ (UNIT NAME)</p> <p>AMERICAN LEGION AUXILIARY DEPARTMENT OF ILLINOIS LOCATED AT: _____</p> <p>DATE: _____</p>	<p><input type="radio"/> Section 1. members, one (1) Committee, and the shall call the mee shall submit one ( shall be in order.</p> <p><input type="radio"/> Alternate S</p>
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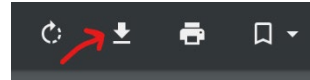
At the end of the document, you will also find a section in which you can enter your standing rules

### Standing Rules continued:

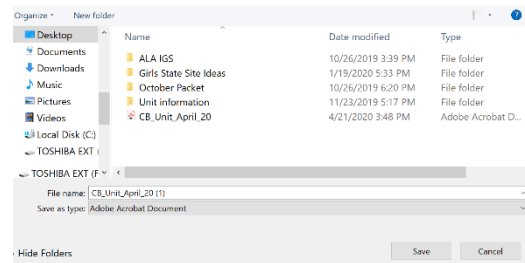
directly into the document, so everything is in one file.

The best way to complete this document will be to download and save the document to your computer before filling it out.

Click on the Download button on the Upper right



Save the Document somewhere you will be able to find it.




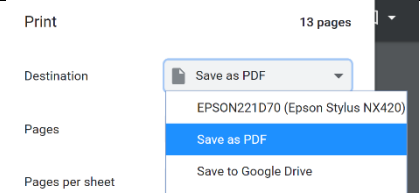
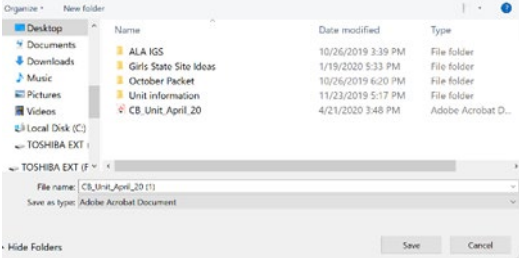
Even though the file might show at the bottom your screen, open the file from the location you saved it.



<p><b>The correct file open:</b></p>	<p><b>The incorrect file is open</b></p>
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## Constitution and By-Laws Instructions

If you typed on the document before downloading, you can still save what you entered, but it's a little trickier. You will need to "Print to PDF" in order to save, but you will be unable to change the saved document.

Click on the Print button on the Upper right	
Change the Destination to Save as PDF and click the Blue Save button	
Save the Document somewhere you will be able to find it.	
The saved document will have your unit's information but will not be able to be edited.	

If you need assistance, please don't hesitate to reach out to [ilalareport@gmail.com](mailto:ilalareport@gmail.com) and we can walk you through the steps. Frustration is the last thing we want.

### Notes to Remember:

- Units need to update their Constitution and By-Laws each time Department or National updates the template.
- Units will send one copy to the Department Chairman for approval. Once the document is approved, a copy will be filed at Department and one will be returned to the Unit.