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.

| Department of Illinois | |
|----------------------------|--|
| CONSTITUTION AND BYLAWS OF | Section 1. members, one (1) Committee, and t shall call the mee shall submit one (shall be in order. |

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 thought the file might show at the bottom

your screen, open the file from the location you

saved it.

| | Ċ | Ŧ | ē | Д | • | | |
|---|--|--------|-----|---|---------------------------------|--|--------|
| rganize * New folder | | | | | | F . | . 0 |
| Desktop Documents Downloads Music Pictures Videos Local Disk (C:) TOSHIBA EXT (| Name ALA IGS Girls State Site October Packe Unit informatic & CB_Unit_April_2 | t m | | Date modified 10/26/2019 3: 1/19/2020 5:3 10/26/2019 6: 11/23/2019 5: 4/21/2020 3:44 | 39 PM 3 PM 20 PM 17 PM | Type File folder File folder File folder File folder Adobe Acro | obat D |
| TOSHIBA EXT (F ~ File name: C8_Uni Save as type: Adobe of Hide Folders | t_April_20 (1) | | | | Save | Car | > ~ |
| | | CB_U | nit | | | | |

| The correct file open: | The incorrect file is open |
|--|--|
| CB_Dmit_Aprit_20.pdf - Adribe Acrobat Reader DC File Edit: View Window Help | OLTANITY CONTRACT State St |
| Home Tools OB_Umi_April_20.pdf × | ← → C ① File C:/Users/amull/OneDrive/Desktop/CB_Unit_April_20.pdf |
| □☆ 今 冊 図 Q ⑦ ⑧ 1/10 ▶ ● ○ ○ 100 · · · □· □ □ <li< td=""><td></td></li<> | |
| C | |
| | |
| © Department of Illinois | UNIT CONSTITUTION AND BYLAWS Department of Illinois |
| CONSTITUTION AND BYLAWS OF | CONSTITUTION AND BYLAWS OF |

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 | · ± ⊕ر ± | | | | | |
|---|---|--|--|--|--|--|
| Change the Destination to Save as PDF and click the Blue Save button | Print 13 pages Destination Pages Save as PDF Pages Save as PDF Save as PDF | | | | | |
| | Pages per sheet Save to Google Drive | | | | | |
| Save the Document somewhere you will be able to find it. | Ogence · New folder I · • Dekktop Date modified Downloads Gris Sate Site klass Downloads Gris Sate Site klass Pictures Unit information Videas El local Disk (C) • TOSHIBA EXT (F * (* File rescuence) • File folder | | | | | |
| 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 <u>ilalareport@gmail.com</u> 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.