

**National Constitution and Bylaws
Bulletin #1
Plan of Action
The 2021-2022 year**



As we start a new year in this altered world, we cannot stress the importance of updated Constitution and Bylaws. Salons to have a properly functioning organization, it is essential to have a current Constitution and Bylaws that comply with the practices of our parent organization.

What year were the Salon's Constitution and Bylaws last updated? Then, whenever the Nationale revises the Nationale Constitution, Bylaws, and Standing Rules, Salons must review them to ensure they comply.

Every Departementaux and Petite Salon should have a current Constitution and Bylaws with a set of Standing Rules. A copy of the Nationale Constitution with Bylaws and Standing Rules should also be available. Partners should research items not covered by these governing documents using Robert's Rules of Order most current edition.

The Departemental Constitution and Bylaws Committee and the Departemental L'Avocate will be responsible for updating Departemental Constitution and Bylaws. Usually, Salons must update approximately every three years—updates completed by **January 1st**. The Chairman will need to **send four copies** to Nationale for approval. Upon approval, the original is to be returned to Departemental. A copy will remain with the L'Avocate Nationale, one will go to the Nationale Headquarters, and one will stay on file with the Nationale Constitution and Bylaws Chairman.

It is the responsibility of the Departemental Constitution and Bylaws Chairman to ensure all Petite Salons have a current Constitution and Bylaws on file with Departemental.

The Departemental Constitution and Bylaws Chairmen will need to Provide any changes made at the Nationale La Marche to the Petite Salons. Must submit updates and changes before **January 1st**.

Each Petite Salon will need to send three copies to the Departemental Chairman for approval. Upon approval, will return the original to the Petite Salon, one copy will remain with the Departemental L'Avocate, and one will stay with the Departemental Constitution and Bylaws Chairman.

Personal awards (incentives) for the first and second Departemental Constitution and Bylaws received before the deadline. A unique gift for the best set of Constitutions and Bylaws, with the least number of corrections needed.

Salons that have not updated their Constitutions and Bylaws for years will need to do so.

As a result of Covid-19, changes were necessary to address the National Emergency. Robert's Rules of Order 12th Edition the newly updated on how to continue operating a business/organization.

This committee will inform all Departementaux of pertinent information. Departementaux is responsible for reporting to the Petit Salons.

Please feel free to contact any member of the committee with any questions that arise. If we do not answer immediately, we will find out and get back with the researched answer.

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