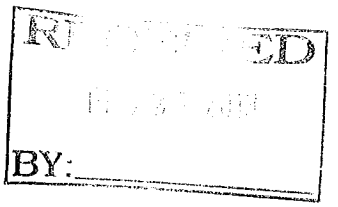

CONSTITUTION AND BYLAWS OF PREAMBLE AMERICAN LEGION AUXILIARY DEPARTMENT OF **FLORIDA**

2712 GULF BREEZE PARKWAY
GULF BREEZE, FL 32563
OCTOMER 12, 2012

PREAMBLE

For God and Country, we associate ourselves together for the following purposes: To uphold and defend the Constitution of the United States of America; to maintain law and Order, to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during the Great Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity the principles of justice, :freedom and democracy..; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to' mutual helpfulness.

CONSTITIJTION

ARTICLE I – NAME

The Name of this organization shall be American Legion Auxilary, **GULF BREEZE**. Unit No. 378 –Department of **FLORIDA**

ARTICLE II - NATURE

Section 1. The American Legion Auxiliary is a civilian organization of women.

ARTICLE III — OBJECT

Section 1. The object of the American Legion Auxiliary, **GULF BREEZE**, Unit # **378** , Department of **FLORIDA** shal be as stated in the Preamble of the Constitution.

ARTICLE IV - ELIGIBILITY

Section 1. Membership in the American Legion Auxiliary shall be limited to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters and grandmothers of members of The American Legion and to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters and grandmothers of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31,1946; June 25, 1950 to January 31,1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31,1990; August 2, 1990 to the date of cessation of hostilities as determined by the Government of the United States, all dates inclusive, or who, being citizens of the United States at the time of their entry therein, served on active duty in the armed forces of any of the governments associated with the United States during any of the said periods and died in the line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion.

Section 2. There shall be one class of Auxiliary membership, which will be the Senior Member.

(a) Senior membership shall be composed of members over the age of eighteen years; provided, however, that a wife tinder the age of eighteen years, who is eligible under Section 1 of this article shall be classed as a Senior member.

(b) Dues of the Senior member shall be paid annually or for life.

ARTICLE V - UNIT OFFICERS

Section 1. The Unit shall elect annually a President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian and Sergeant-at-Arms, who shall serve until their successors are duly installed or as otherwise provided.
(Or a combination of some of these offices)

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee, which shall consist of the elected officers and 2 additional members-at-large elected by the Unit.

ARTICLE VII - FISCAL YEAR

Section 1. The fiscal year shall be the same as the Department.

ARTICLE VIII - AMENDMENTS

Section 1. This Constitution may be amended by a two-thirds vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous meeting.
Section 2. Amendments not having been read may be adopted by the unanimous vote of the members present.
Section 3. This Constitution shall automatically be amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

BYLAWS

ARTICLE 1 - EXECUTIVE COMMITTEE

Section 1. Between meetings the government and management of this Unit shall be entrusted to the Executive Committee and all proceedings of said committee shall be presented to the Unit at the next meeting for approval.
Section 2. A vacancy existing in the Executive Committee from any cause other than the expiration of a term shall be filled by a majority vote of the entire committee. A person so elected shall hold office for the unexpired term of the member she succeeds.

Section 3. One-third of the members of the Executive Committee shall constitute a quorum.

Section 4. Special meetings may be called by order of the President or on written request of at least three members of the Executive Committee. Uniform notice of such special meeting shall be given to all members of the Executive Committee; and, except in extreme emergency, shall be given at least forty-eight hours in advance. At special meetings only business specified shall be transacted.

ARTICLE II – DUTIES OF OFFICERS

Section 1. Duties of the Unit President: It shall be the duty of the President to preside at all meetings of the Unit and the Unit Executive Committee; to enforce strict observance of the Constitution and Bylaws; to appoint members of the standing committees; to create such other committees and appoint members thereof as she deems advisable; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for.

Section 2. Duties of the Unit Vice President: The First and Second Vice President in the order named shall, when called upon, assist the President, and in her absence, perform her duties, and shall succeed her in office in case of death, resignation or removal from office.

Section 3. Duties of the Unit Secretary: It shall be the duty of the Secretary to record the proceedings and transactions of all meetings of the Unit; to act as custodian of all books, papers and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as are directed by the President; to process the correspondence of the Unit; to keep on file in a comprehensive manner copies of all correspondence sent and received; and perform other duties as shall be required of her by the President.

Section 4. Duties of the Unit Treasurer: It shall be the duty of the Unit Treasurer to receive all money belonging to the Unit and to account for them. She shall maintain two separate funds, namely a General and a Poppy Fund. All poppy donations shall be placed in the Poppy Fund and be used to assist the veteran and his/her children. She shall keep an accounting of her receipts and expenditures, making a monthly report thereon, and

such other reports as be deemed necessary by the Unit Executive Committee, Her accounts shall be audited annually. She shall pay all current bills before transferring all funds, books and papers belonging to the Unit to her successor.

Section 5. Duties of the Unit Chaplain: It shall be the duty of the Unit Chaplain to offer prayer at the opening and closing of each meeting, and to perform such other duties as the President may direct.

Section 6. Duties of the Historian: It shall be the duty of the Unit Historian to compile historical records of the Unit and make a report to Department.

Section 7. Duties of the Unit Sergeant at Arms: It shall be the duty of the Sergeant at Arms to preserve order at the meetings of the Unit and to perform such other duties as requested by the President.

Section 8. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally preformed by the Secretary.

Section 8: The Office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

ARTICLE III – DUES

Section 1. The annual membership dues of this Unit shall be **$ 25.00** for Senior Members and shall include the Department and National per capita.

Section 2. A member failing to pay annual dues, including the Unit, State and National assessments by January 31, shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent of December 31 of the year of the delinquency shall automatically be dropped from the rolls and may be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member.

ARTICLE IV - UNIT MEETING

Section 1. The regular meetings of **UNIT 378** shall be held on the **THIRD TUESDAY** of each month, unless otherwise specified, and shall be called to order at **6:30 PM.**

(Example - the first Monday ...)

Section 2. A meeting of this Unit shall be held in the month of **APRIL** each year for the purpose of receiving annual reports.

Section 3. Special meeting of this unit may be called by the President, by a majority of the Executive Committee, or upon written request of three members of the Unit.

Section 4.. **5** members shall constitute a quorum at any meeting of the Unit.

ARTICLE V – ELECTION

Section 1. Election may be by voice vote if there is only one candidate, but where there is more than one candidate for the same office; election shall be by ballot and the majority of votes cast shall be necessary to elect.

Section 2. Delegates and Alternates to a Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two weeks prior to the Convention. Alternates shall have their priority in order of their election.

Section 3. All Officers and Executive Committee members shall be elected annually at a meeting duly called for that purpose not more than sixty (60) days prior not less than fifteen (15) days prior to the Department Convention. The Secretary may be either elected or appointed according to the rules prescribed by the Department.

ARTICLE VI – COMMITTEES

Section 1 . The Unit shall have the following standing Committees: Americanism, Auxiliary Emergency Fund, Cavalcade of Memories, Children & Youth, Community Service, Constitution & Bylaws, Education, Girls State, Junior Activities, Leadership, Legislative,Membership,National Security, Past Presidents Parley, Poppy, Public Relations and Veterans Affairs and Rehabilitation,

Section 2. A Nominating Committee composed of three members shall be elected for the purpose of presenting a slate of officers for the ensuing year.

Section 3. An Audit Committee composed of three members, shall be elected by the members, for the purpose of auditing the Treasurer's accounts at the close of each term, and making a report of the audit to the Unit.

Section 4. A Budget Committee composed of three members, shall be elected by the members, for the purpose of presenting a budget for the ensuing year.

VII - TRANSFERS

Section 1. Transfers of membership from one Unit to another in the Department of FLORIDA shall be upon application of the member to and acceptance by the other Unit, in conformity with National and Department Constitution and Bylaws.

ARTICLE VIII - DISCIPLINE

Section 1. For any violation of the Unit, State or National Constitution, or for conduct improper and prejudicial to the welfare of the Auxiliary or of The American Legion, any member may be expelled from membership or any officer removed from office by two-thirds of the vole cast at a Unit meeting duly called for that purpose, said expulsion or removal to be binding only in the event said member or officer shall have been give at least fifteen (15) days notice in writing by the Unit Secretary of the charges and the hearing thereon. Either party may have the right of appeal to the Department Executive Committee and their action thereon shall be final. The expense of said appeal shall be borne by the appellant.

Section 2. Neither this Unit in the Department or any member thereof, shall circularize any other Unit or member thereof without the consent of the Department Executive Committee.

Section 3. Liabilities: No member or group of members shall subject this Unit to liability without authorization of the Unit.

ARTICLE 1X - PARLIAMENTARY AUTHORITY

Section 1. The Unit organization shall be governed by "Robert's Rules of Order, Newly Revised." on all points not covered by this Constitution and Bylaws.

ARTICLE X - AMENDMENTS

Section 1. These Bylaws may be amended by a two-thirds vote of the members present at a regular Unit Meeting, provided the proposed amendments shall have been read at the previous Unit Meeting.

Section 2. Amendments not having been previously read may be adopted by the unanimous vote of the members present.

Section 3. These Bylaws shall automatically be amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

THIS CONSTITUTION AND BYLAWS WAS READ, VOTED UPON AND APPROVED AT OUR REGULAR MEETING ON 10-16-2012

Gina McKinney-Garza
UNIT PRESIDENT

Karen Kissel
UNIT SECRETARY

Pearl McIntyre
~~UNIT~~ CONSTITUTION & BYLAWS CHAIRMAN
DEPT.

2-15-13
APPROVED

Standing Rules Unit 378 Gulf Breeze

For God and Country, we associate ourselves together for the following purposes:

1) The name of this Organization shall be American Legion Auxiliary Unit 378, Department of Florida

2) Our regular scheduled meeting is the 3rd Tuesday of every month.

3) The meeting will be called to order by the President at 6:30 pm if a quorum (5 members) are present.

4) All telecommunications devices silenced.

5) If quorum isn't present, business may go on but there will be no voting on anything.

6) No Alcohol nor smoking allowed during meeting.

7) The Chaplain will open devotions.

8) Robert's Rules of Order governs Unit Auxiliary.

9) Yearly dues must be paid before December 31st and are delinquent after January 31st. Membership dues are $25.00 per year per Senior Member

10) Two signatures are required on every check. President, Vice President and Treasurer are members on the account. In case those members aren't present, the 2nd signature can be that of an Auxiliary Member in good standing. The Bank only requires one signature from a member that is on the account.

11) Date of election of officers will be in accordance with Dept of Florida Auxiliary. Installation of Officers in this Unit shall be held at a time convenient for Post and Unit Members to be present.

12) When there is a death in a Member's Family, the Chaplain will send a card of condolence.

13) If a member is sick or hospitalized, it is the responsibility of the member, her Family or Friend to notify the President, Chaplain or any other member.

14) The Chaplain will be responsible for sending get well cards - If funds allow - Members who are hospitalized for more than 1 week - plants or flowers may be sent. If the illness prolongs for

a 6 week period of time, the President can have a check sent for up to $100 to help the family with the hardship this illness has caused.

15) Flowers, Memorial Bible or money toward Funeral - when funds allow - shall be sent only to actively participating Auxiliary Members and their immediate families. The President has the authority to have a check drawn for up to $100 when funds allow to assist in the hardship when a death occurs.

16) Active Auxiliary Members - Cards or messages shall be sent in case of sickness or death of other members of their families. These shall be sent out by the Unit Chaplain.

17) Other members will be handled on a case by case basis.

18) The Sergeant - at - Arms will preserve order at all times; and any member that does not comply will be fined $5.00

19) The treasurer may issue up to $25.00 on approval of the President for discretionary fund. Any amount exceeding $25.00 shall have the approval of members during regular meetings. Budget items/ Unit allocations shall be paid when due, without prior approval.

20) A gift of a Past President's pin will be given to an outgoing President along with the date bar of her term. If a President serves more then one year, only 1 pin will be given, but she will get another date bar of the new term that was served.

21) 25% of all funds raised on any Committee Fundraiser will be deposited in the General Auxiliary Account for Operating Money with the exception of monies received from poppies.

22) Rehabilitation Funds (Poppy Fund) shall be spent for Veterans and Their Families in accordance with Department.

23) If funds permit, one room (non co-ed) will be paid for when President and any Auxiliary member goes to a conference, seminar, convention that exceeds one day. (Does not include food, gratuity or Transportation.)

24) For official events, ceremonies the attire shall be Business attire.

THESE STANDING RULES WERE READ, VOTED UPON AND APPROVED AT OUR REGULAR MEETING ON 10-16-2012

Gena McKinney-George
UNIT PRESIDENT

Kara D. Kissel
UNIT SECRETARY

Susan McIntyre
[redacted] CONSTITUTION & BYLAWS CHAIRMAN
DEPT.

2-15-13
APPROVED