CONSTITUTION AND BYLAWS
AMERICAN LEGION AUXILIARY
GUIDED MISSILE UNIT 200
105 OCEAN BLVD.
SATELLITE BEACH, FL 32937

JANUARY 21, 2011

CONSTITUTION

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 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.

ARTICLE I---NAME

The name of this organization shall be the American Legion Auxiliary, Guided Missile Unit 200, Department of Florida.

ARTICLE II---NATURE

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

Section 2. The American Legion Auxiliary shall be absolutely non-political and shall not be used for dissemination of partisan principles nor for promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III---OBJECT

Section 1. The object of the American Legion Auxiliary, Guided Missile Unit 200, Department of Florida, shall be as stated in the Preamble of the Constitution.

ARTICLE IV---ELIGIBILTY

Section 1. Membership in the American Legion Auxiliary shall be limited to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters, and grandmothers of all 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 until 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 there in, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in 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 two classes of membership, Senior and Junior.

(a) Senior membership shall be composed of members over the age of eighteen (18) years, provided however, that a wife under the age of eighteen who is eligible under Section 1 of the article shall be classed as a senior.

(b) Junior membership shall consist of the group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, junior members shall automatically be admitted into the Senior membership with full privileges.

(c) Dues of both classes 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 officers).

(a) The Secretary and Treasurer shall be a joint or separate office by preference of the President. The Secretary shall be appointed by the incoming President.

(b) The Parliamentarian shall be appointed by the incoming President.

ARTICLE VI---EXECUTIVE COMMITTEE

There shall be an Executive Committee which shall consist of the elected officers, three (3) additional members-at-large elected by the unit. The term of office for members of the Executive Committee will be one year.

ARTICLE VII---FISCAL YEAR

The fiscal year of this Unit shall be the same as the fiscal year of the American Legion, Department of Florida.

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 that proposed amendments shall have been read at the previous meeting.

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

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

BYLAWS

ARTICLE I---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 expiration of a term shall be filled by a majority vote of the entire Executive Committee. A person so elected shall hold office for the unexpired term of the member whom she succeeds.

Section 3. Four (4) of the members of the Executive Committee shall constitute a quorum.

Section 4. The Executive Committee shall meet once a month. Special meetings may be called by order of the President or a written request of at least three members of the Executive Committee. At special meetings, only business specified shall be transacted.

ARTICLE II---DUTIES AND POWERS 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 Executive Committee; to enforce strict observance of the Constitution and Bylaws; to appoint committees and appoint members thereon 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 Vice-Presidents**: 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 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 conduct the correspondence sent and received; and perform other duties as shall be required of her by the President.

Section 4. **Duties of the Unit Treasurer**: To receive all money belonging to the Unit and to account for the same. She shall pay the bond in the amount as the Unit Executive Committee may determine, the premium of the aforesaid bond to be paid by the Unit. The Treasurer shall pay all orders signed by

the President or Secretary and shall retain these orders as her vouchers. She shall keep account of her receipts and expenditures, making a monthly report thereon and such other reports as may be deemed necessary by the Unit Executive Committee. Her accounts shall be audited annually. She shall pay all current bills before transferring all funds, vouchers, books and papers belonging to the Unit to her successor.

Section 5. **Duties of the Historian**: It shall be the duty of the Historian to compile historical records of the Unit and make a report to Department.

Section 6: **Duties of the 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. It shall also be her duty to set up the meeting hall and to see that all materials i.e., gavel, bell, Bible, table flags, etc. are in proper place and to secure said materials following the close of the meeting.

Section 7: **Duties of the Chaplain**: It shall be the duty of the Chaplain to offer prayer at the opening and closing of each meeting and to perform such other duties as the President may direct.

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

ARTICLE III---DUES

Section 1. The Senior membership dues of this Unit shall be $25.00, and the Junior membership dues of this Unit shall be $10.00, which shall include the Department and National per capita, payable annually following the Department Convention for the succeeding fiscal year.

Section 2. A member failing to pay annual dues, including Unit, State and National assessments by January 31st, 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 to December 31st of the year of 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 MEETINGS

Section 1. The regular meetings of this Auxiliary Unit shall be held on the 2nd Monday of each month, and shall be called to order at 6:00 p.m.

Section 2. An annual meeting of this Unit shall be held in April of each year for the purpose of receiving and preparing annual reports.

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

Section 4. Five (5) members shall constitute a quorum at any regular meeting.

Section 5. New applications for membership shall be voted upon by the members at a regular meeting of the Unit.

ARTICLE V---NOMINATIONS AND ELECTIONS

Section 1. Elections shall be by ballot and majority of votes cast shall be necessary to elect an officer. If only one candidate is nominated for an office, the candidate is elected by acclamation.

Section 2. Delegates and alternates going to a Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two (2) weeks prior to the Department Convention. Alternates shall have priority in order of their election. This election shall be at the same time as the election of officers, the first meeting in May of each year or a date so designated as election night, as long as it is not more than sixty (60) days or less than fifteen (15) days prior to the Department Convention.

Section 3. All Officers and Executive Board Members shall be elected annually at a meeting duly called for that purpose. The Secretary shall be elected or appointed according to the rules prescribed by the Department. The Parliamentarian shall be appointed by the incoming President.

ARTICLE VI---TRANSFERS

Section 1. Transfer 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 Constitution and Bylaws. No dues shall be transferred from one Unit to another.

ARTICLE VII---COMMITTEES

Section 1. The President shall appoint chairpersons of standing committees that coincide with National and Department Committees of the American Legion Auxiliary.

ARTICLE VIII---DISCIPLINE

Section 1. For any violation of the Unit Department or National Constitutions 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 for any officer may be removed from office by two-thirds vote at the Unit meeting duly called for that purpose. Said expulsion or removal to be binding only in the event said member or officer shall be given thirty (30) days notice in writing by the Unit Executive Committee 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.

Section2. Expulsion from one Unit does not prevent a member from applying for membership in any other Unit in the Department.

Section3---Liabilities: NO member or group of members shall subject this Unit to liability without authorization of the Unit.

ARTICLE IX---PARLIAMENTARY AUTHORITY

This 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 be automatically amended to conform to the National and Department Constitutions and Bylaws and Standing Rules of the American Legion Auxiliary.

STANDING RULES

MEETINGS

1. Drinks will be permitted during meetings unless the Holy Bible is open.
2. No Auxiliary member shall be served in the lounge during meetings unless attending a meeting.
3. There will be donations collected at each Auxiliary membership meeting to be contributed to the Emergency Relief Fund.

CHAIRPERSONS

1. The First Vice-President shall be the Membership Chairman.
2. The Second Vice-President shall be the Social Chairman.
3. The outgoing President shall be the Chairman of the Past President's Parley.
4. All other chairpersons shall be appointed by the incoming President.

CONVENTIONS AND DELEGATES

1. Registration fees for the Department Convention shall be paid by the Unit for all members who attend.
2. The outgoing President and incoming President will be a delegate to the Constitutional Conference and the Department Convention if attending.
3. The outgoing President shall be the Chairman of the Delegation. In the event of her absence, the incoming President shall be Chairman. In the event of the absence of both outgoing and incoming President, the Chairman shall be the first elected delegate.
4. Delegates for Constitutional Conference and Department Convention shall be nominated and voted on at the meeting designated for election of officers. The delegates shall receive monies for some of their expenses whenever possible. The amount to be determined at the time of election. Registration shall be paid in the form of a check to be taken by the chairman of the delegation to the convention and presented at the registration desk at that time.
5. In case a delegate misses a portion of the meetings at the Department Convention, and an unpaid alternate fills the seat, the chairman of the delegation will see that an equitable settlement will be made between the two concerned, to split the fees or non-payment for a delegate who does not attend the meetings. It is expected that a delegate will attend all meetings unless working at the convention in an official auxiliary capacity or has made prior arrangements with the Chairman

of the Delegation. Delegate fees will be paid at the first meeting after the convention, when the delegates give their reports.

6. If there are no delegates to go to the Department Workshop and Mid-Winter Conference, one room ONLY will be paid for two (2) nights for the President and three (3) members who wish to stay with her at the workshop and the conference. No other funds will be expended.

NOMINATIONS AND ELECTION OF OFFICERS

1. At the first meeting in April a nominating committee shall be elected. This committee shall set up a slate of officers to be read at the second meeting in April. At this meeting there can be nominations from the floor. The names of candidates for office shall be posted on the bulletin board in the Post home. The second and final nominations will be made at the first meeting in May or a date so designated as election night. Immediately followed by the election.
2. A member in good standing may be nominated and seek any office of the Unit.
3. A candidate for office, unable to attend election, must send to the President a signed, dated letter indicating her willingness to serve if elected.

SCHOLARSHIPS

A Committee being the Education Chairman, President and one member-at-large will consider students in their second year of schooling for our nursing scholarship(s). These scholarship(s) are from bingo funds. First consideration should be given to Unit and Post members, their children and grandchildren. No candidate will be considered for an out-of-state scholarship unless they are a senior or junior member of Unit 200.

EXECUTIVE COMMITTEE

The outgoing President shall be an Executive Committee member-at-large unless she chooses to accept another elected or appointed office.

PRESIDENT

The President shall have the power to incur expenses of up to seventy-five dollars ($75) per month without the approval of the general membership or the Executive Board for any unexpected expenses for Auxiliary functions or aid for someone with an emergency need.

CHAPLAIN

1. Auxiliary members who are ill at home shall be sent get-well cards.

2. A gift not to exceed forty dollars $40.00 will be given to members who are in the hospital two or more consecutive days.
3. Members sick, injured or treated as an outpatient will receive a gift or card at the discretion of the Chaplain.
4. In case of a death of a member or the immediate family of a member or caregiver of a member, an amount of not more than forty dollars ($40) shall be spent to send flowers or a memorial. These shall be ordered by the Chaplain or a member so designated by the President and the bill sent to the Treasurer.

TREASURER

The Treasurer will be responsible for the timely submission of the annual renewal of the Soliciting of Contributions Permit to the Florida Dept. of Agriculture & Consumer Services and the Form 990-EZ, if required, by the 15th day of the 5th month after the organization's accounting period ends, to the Department of the Treasury, Internal Revenue Service Center, as instructed for the form. The Treasurer and President will be responsible for the timely submission of the annual report notice to the Florida Department of State, Division of Corporations.

COMMITTEES

1. An Audit Committee composed of three (3) members shall be elected by the members, the purpose of auditing the Treasurer's accounts at the close of each term, and making a report of the audit to the Unit.
2. A Budget Committee composed of three (3) members shall be elected by the members for the purpose of presenting a budget for the ensuing year.

MISCELLANEOUS

1. Unit obligations will be paid for the year as soon as financially feasible.
2. No unallocated funds may be spent without approval of the majority of members present at a regular scheduled meeting.
3. A year-end gift for the outgoing President will be voted on.
4. It shall be the duty of the Unit to donate $20, or the requested amount if feasible, for the District President corsage, for annual installation, and a regular corsage for the incoming and outgoing Unit Presidents.

5. Fifty (50) years of continuous membership with Auxiliary Unit 200 dues will be paid and made an Honorary Life Member, while they are an active member able to attend functions and/or meetings. Years on a transfer will not count.

THESE CONSTITUTION, BYLAWS AND STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR MEETING BY THE MEMBERS ON FEBRUARY 17, 2011

Nancy R. St. Louis
NANCY ST. LOUIS
UNIT PRESIDENT

Antoinette Fromann
ANTOINETTE FROMMANN
UNIT SECRETARY

NANCY ST. LOUIS Nancy R. St. Louis
GERALDINE PRUITT Geraldine Pruitt
ANTOINETTE FROMMANN Antoinette Fromann
CONSTITUTION/BYLAWS & STANDING RULES COMMITTEE

Maureen Castello
DEPARTMENT CONSTITUTION/BYLAWS CHAIRMAN

APPROVED BY DEPARTMENT OF FLORIDA 4/4, 2011