CONSTITUTION AND BYLAWS

OF

AMERICAN LEGION AUXILIARY

EDGEWATER UNIT 285, INC.

DEPARTMENT OF FLORIDA

4497 U.S. 1

EDGEWATER, FLORIDA 32131

JANUARY 17, 2017

RECEIVED
FEB 21 2017

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 obligations 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.

CONSTITUTION

ARTICLE I – NAME

The name of the organization shall be American Legion Auxiliary Edgewater Unit 285, Inc., Department of Florida.

ARTICLE II – NATURE

Section 1: American Legion Auxiliary Edgewater Unit 285, Inc. is a civilian patriotic service organization of women that supports the mission of the American Legion.

Section 2: American Legion Auxiliary Edgewater Unit 285, Inc. shall be absolutely nonpolitical and shall not be used for dissemination of partisan principles nor for any promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III – OBJECT

The object of the American Legion Auxiliary Edgewater Unit 285, Inc., Department of Florida, shall be as state in the Preamble of the Constitution.

ARTICLE IV – ELIGIBILITY

Section 1: Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of members of The American Legion, and to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of all me and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 – November 11, 1918; December 7, 1941 – December 31, 1946; June 25, 1950-January 31, 1955; February 28, 1961-May 7, 1975; August 24, 1982-July 31, 1984; December 20, 1989-January a31, 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 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 two classes of membership, Senior and Junior.

A. Senior membership shall be composed of members age eighteen (18) and older; provided, however, a member eligible under section 1 of this article, and who is under the age of eighteen (18) years and married shall be classified as a Senior.
B. Junior membership shall consist of that group under the age of eighteen (18) years, whose activities shall be supervised by Senior membership. Upon reaching the age of eighteen (18) Junior members shall automatically be admitted into Senior membership with full privileges.
C. Dues for 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, Sergeant-at-Arms, Assistant Sergeant-at-Arms who shall serve until their successors are duly installed or as otherwise provided. (or a combination of some of these officers.) ***Secretary may be elected of appointed.**

ARTICLE VI – EXECUTIVE COMMITTEE

There shall be an Executive Committee, which shall consist of all officers and three (3) additional members-at-large elected annually by the Unit. The term of office for members of Executive Committee shall be for one (1) year.

ARTICLE VII - FISCAL YEAR

The fiscal year shall be the same as that of the Department.

ARTICLE VIII – AMENDMENTS

Section 1: This Constitution may be amended by two-thirds (2/3) vote of the members at a regular meeting, provided the proposed amendment shall have been read at the previous meeting.

Section 2: Amendments not having been read at the previous meeting 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 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 on the Executive Committee, from any cause other than 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 succeeds.

Section 3: A majority 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 or electronic request of at least three (3) members of the Executive Committee. Uniform notice of such special meetings shall be given to all members of the Executive Committee; and, except in extreme emergency, shall be given at least forty-eight (48) hours in advance. 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 Unit Executive Meetings; to enforce strict observance of the Constitution and Bylaws; to appoint members of Standing Committees; to create such other committees and appoint members thereof as she deems advisable; to perform other such duties as custom and parliamentary usage required and to appoint all officers not otherwise provided for.

Section 2: Duties of the Vice President – The First and Second Vice Presidents, 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.

Section 3: Duties of the Secretary – It shall be the duty of the Secretary to receive and answer official mail under the direction of the President; to keep on file, in a comprehensive manner, copies of all correspondence sent and received; and to send and give notice of all meetings. It shall be the duty of the Secretary to record the proceedings and transactions of all meetings of the Unit; and to keep all books, papers and records that are needed to carry on the working of the office and care for the archives of the Unit. She is hereby vested with such authority as it is necessary to carry out her duties successfully for the good of the American Legion Auxiliary.

Section 4: Duties of the Treasurer – It shall be the duty of the Treasurer to receive all monies belonging to the Unit and account for them. She shall pay the bonding fee as determined by the Department Office. She shall maintain two (2) separate funds, namely a General Fund, and 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 an annual 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, books, vouchers and papers belonging to the Unit to her successor.

Section 5: Duties of the Chaplain – It shall be the duty of the Chaplain to offer prayer at the opening and closing of each meeting, and perform such other duties as directed by the President and to notify Department of any deceased members , on a monthly basis.

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

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

ARTICLE III – DUES

Section 1: The annual Senior membership dues of the Unit shall be as state in the Standing Rules which shall include the Department and National per capita. The annual dues of the Junior membership shall be as stated in the Standing Rules to include the Department and National per capita.

Section 2: A member failing to pay annual dues, including the Unit, Department and National assessment by January 31, shall be classified 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 31 of the year of the delinquency shall automatically be dropped from the rolls and may be reinstated by only paying back dues or by reestablishing eligibility and making application as a new member.

ARTICLE IV – UNIT MEETINGS

Section 1: The regular scheduled meeting of American Legion Auxiliary, Edgewater Unit 285, Inc. shall be held as stated in the Standing Rules. An Executive Committee meeting shall be held as stated in the Standing Rules.

Section 2: The number of members of a Unit shall constitute a quorum at any regular scheduled meeting of the Unit shall be as stated in the Standing Rules.

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

ARTICLE V – ELECTIONS

Section 1: Elections shall be held annually. In order to participate in the election of the Unit Officers, a member shall have paid her dues for the current fiscal year within which the election is held.

Section 2: Elections shall be by ballot, and a majority of the votes cast shall be necessary with the nominee declared. If there is only one person nominated for an office the ballot may be dispensed with and that nominee declared a winner.

Section 3: All Officers and Executive Committee members shall be elected a a meeting duly called for the purpose not more than ninety (90) days prior, NATO less than fifteen (15) days prior to Department Convention.

Section 4: The Unit shall notify the Department Secretary of the names and addresses of such newly elected officers, not less than ten (10) days prior to Convention, certification to be made on form furnished by Department.

Section 5: Vacancies in office between annual elections shall be filled by the Executive committee.

Section 6: Delegates and Alternates to District Constitutional Conference, or Department Convention shall be elected not less than a two (2) weeks prior to the Conference or Convention. Alternates shall have priority in the order of their election.

ARTICLE VI – COMMITTEES

The Unit shall have the following Core Committees: Americanism, Children & Youth, Constitution and Bylaws Membership, National Security, Audit, Veterans Affairs and Rehabilitation, and such others mission and member/organizational support committees as provided in the Standing Rules.

ARTICLE VII – TRANSFERS

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 and Department Constitution and Bylaws.

ARTICLE VIII – DISCIPLINE

Section 1: For any violation of the Unit, Department, or National Constitution, or for conduct improper and prejudicial to the welfare of the Auxiliary or the American Legion, any member may be expelled from membership or any officer may be removed from office by a two thirds (2/3) vote 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 given at least fifteen (15) days' notice in writing by the Unit Secretary of the charges and the hearing there on. Either party may have the right to appeal to the Department Executive Committee, and their action there on shall be final. The expenses of the said appeal shall be borne by the appellant.

Section 2: No member, or group of members, shall subject this Unit to liability without authorization of the Unit.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The Unit organization shall be governed by "Robert's Rules of Order Newly Revised" on all points not covered in National and/or Department Constitution and Bylaws.

ARTICLE X – AMENDMENTS

Section 1: These Bylaws may be amended by two thirds (2/3) vote of the members present at a regular meeting , provided the proposed amendments shall have been read at a 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 WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON Jan. 11, 2017

X Dora Lee Dawson Sharon East

Unit President. **Unit Secretary**

X Linda Robinson

Unit Constitution and Bylaws Chairman

X Patricia A Derrig APPROVED FEB 15 2017

Department Constitution & Bylaws Chairman. **Date Approved**

AMERICAN LEGION AUXILIARY, EDGEWATER UNIT 285, INC.
STANDING RULES

1. **DUES**
   A. The annual membership dues of the Unit shall be $30.00 for senior members paid annually and shall include the Department and National per capita.
   B. The annual junior membership dues of the Unit shall be $5.00 and shall include the Department and National per capita.
2. **UNIT MEETINGS**
   A. The regular scheduled meetings of the American Legion Auxiliary, Edgewater Unit 285, Inc. shall be held on the third Wednesday of each month, unless otherwise specified, and shall be called to order at 6 p.m.
   B. The Executive Committee shall be held at 5:30 p.m. On the third Wednesday of each month.
3. **ELECTIONS**
   A. In February a nominating committee composed of three members shall be elected at the regular meeting for the purpose of presenting a slate of Unit officers for the ensuring year.
   B. Election of Officers will be held in the month of May on the regular meeting day of the Unit. Polls will be opened at 3:00 p.m. And close at 6:00 p.m. Giving all members a chance to vote. The tellers at the close of elections will count the ballots and read the results at the meeting. Ballots will be kept for one year.
   C. Prior to the May election, the nominating committee elected in February shall present a list of officers and Executive Committee nominations at the March meeting and again at the April meeting. Nominations from the floor will be accepted and nominations will close at the end of the April meeting. Election Tellers will be appointed by the President at the April meeting.
   D. Any member in good standing may run for office it is recommended that they run for one office at a time. A member may hold one office at a time.
   E. Unit officers shall be installed coincident with the Post rulings.
   F. Delegates and alternates to Department Convention shall be elected at a Unit meeting no less than fifteen (15) days, nor more than sixty (60) days nor less than fifteen (15) days prior to the Department Convention.

G. Delegates and alternates to the Constitutional Conference shall be elected at a regular Unit meeting prior to the Conference.

4. **COMMITTEES**
   A. An auditing committee composed of three (3) members shall be appointed by the President for the purpose of auditing the Treasurer's accounts at the close of each term and make a report of the audit to the Unit.
   B. In addition to the Core committees listed in the bylaws, the Unit shall have the following committees AEF, Community Service, Education, Girl's State, Cavalcade of Memories, Poppy, Public Relations and Past Presidents Parley.

5. The official contact with the American Legion Post #285 shall be through the Presidents of the Auxiliary and the Post Commander.

6. Upon the death of a member of Unit 285, flowers will be sent to the funeral or donations to a requested memorial as well as for the death of her husband, her children, her parents and shall cost no more than $75.00.

7. President and Past President shall receive pins from the Auxiliary for their services at the installation ceremony. Past President shall help with the coordination of the installation and will remain in office until installation. All new members shall receive a membership pin when they attend a Unit meeting. Continuing members will receive years of service pins at a small ceremony during a Unit function.

8. All expenditures over $50.00 for incidentals by Unit officers of Membership Chairman must be approved by membership.

9. Dues for dual members will be per capita. Unit will pay Gold Star Mothers' dues.

10. A unit guide for all Unit Officers and Executive Committee members will be purchased by the Auxiliary.

11. The new President by virtue of her office, will be elected to the annual Department Convention, shall be selected by the allowable number per membership at close of books. Any delegate attending "all" meetings on the floor an the "vote" will have their room and registration paid for by the Unit.
    OR
12. Both the outgoing President and the incoming President, by virtue of their office, will be elected to the annual Department Convention. The remainder of the delegates and alternates, that attend Department Convention, shall be selected by the allowable number per membership at close of books. Any delegate attending "all" meeting on the floor and the "vote" will have their room and registration paid for by the Unit.
13. The Unit shall use the funds from Auxiliary bingo for Veteran's Affairs, Children and Youth, Community Service and National Security.
14. Unit of elected officers consisting of President Treasurer and Secretary are authorized to sign checks for disbursement of fund from the Unit treasure. All checks must have two (2) of the three (3) signatures.
15. All receipts, bank statements and checks shall be held for seven (7) years for the purpose of audit by the Auxiliary and the IRS.
16. Only the secretary shall be allowed to record the proceedings of both the Executive Committee and regular membership meetings to assure accuracy of the written minutes. Said recordings will be erased after the minutes are written and approved.

These Standing Rules were read, voted on and approved at our regular Unit Meeting on January 17, 2017

Jan. 17, 2017
Date approved by Unit 285.

Dara Lee Dawson
Unit President

Sharon East
Unit Secretary

Approved by:
Patricia L Deering
Department Constitution and By Laws Chairman

APPROVED FEB 15 2017