CONSTITUTION AND BYLAWS
OF
AMERICAN LEGION AUXILIARY
UNIT 250, INC.
DEPARTMENT OF FLORIDA
POST OFFICE BOX 1813
MIDDLEBURG, FLORIDA 32050

NOVEMBER 17, 2016

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.

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be *American Legion Auxiliary* Middleburg, *Unit 250, Inc., Department of Florida.*

ARTICLE II – NATURE

Section 1. The American Legion Auxiliary Middleburg Unit 250, Inc. is a civilian patriotic service organization of women that supports the mission of the American Legion.

Section 2. The American Legion Auxiliary Middleburg Unit 250, Inc. shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for the promotion of candidacy of any person seeking public office or preferment.

ARTICLE III - OBJECT

The object of the American Legion Auxiliary Middleburg Unit 250, Inc., Department of Florida, shall 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 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 men 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 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 government 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 over the age of 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 the Senior membership. Upon reaching the age of eighteen (18), Junior members shall automatically be admitted into the 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 (may be elected or appointed), Treasurer, Chaplain, Historian, Sergeant-at-Arms, and 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.

ARTICLE VI - EXECUTIVE COMMITTEE

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

ARTICLE VII - FISCAL YEAR

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

ARTICLE VIII - AMENDMENTS

Section 1. This Constitution may be amended by a 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. The 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 - EXECTIVE COMMITTEE

Section 1. Between meetings, the government and management of this Unit shall be entrusted to the Executive Committee and all proceeding 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 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. 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 POWER OF OFFICERS

Section 1. The 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 Meetings; to enforce strict observances of the Constitution and Bylaws; to appoint member 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. The duties of the Unit 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. The 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 Treasure - 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 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 requested 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 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 meetings of the Unit and to perform such other duties as may be requested by the President.

ARTICLE III - DUES

Section 1. The annual Senior membership dues of the Unit shall be as stated 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 assessments 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 on December 31, of the year of delinquency shall automatically be dropped from the rolls and may be reinstated only by paying back dues or by re-establishing eligibility and making application as a new member.

ARTICLE IV - UNIT MEETINGS

Section 1. The regular meeting of American Legion Auxiliary, Middleburg Unit 250, 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 that shall constitute a quorum at any regular meeting of the Unit 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 majority of the Executive Committee, with the President notified, or upon written request of (3) three members of the Unit.

ARTICLE V - ELECTION

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 at a meeting duly called for the purpose not more than ninety (90) days prior, nor less than fifteen (15) days prior, to the Department Convention.

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

Section 5. The Executive Committee shall fill vacancies in office between annual elections.

Section 6. Delegates and Alternates to a District Constitutional Conference or Department Convention shall be elected not less than 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 and Youth, Constitution and Bylaws, Membership, National Security, Audit, Veterans Affairs and Rehabilitation, and such other 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

been given 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 to appeal to the Department Executive Committee, and their action thereon 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 UPON AND APPROVED AT OUR REGULAR UNIT MEETING ON

November 17, 2016.

X _____
Unit President

_____
Unit Secretary

X Carol D. Meadows
Unit Constitution & Bylaws Chairman

APPROVED FEB 07 2017

X _____
Department Constitution & Bylaws Chairman

Date Approved

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STANDING RULES

1. No alcoholic beverages brought in during meeting.
2. No smoking during meetings.
3. All cell phones need to be silenced during meetings.
4. No misconduct or foul language during meetings. Each member will abide personal courtesy at all times while representing American Legion Post #250 Middleburg and American Legion Auxiliary Middleburg Unit #250, Inc.
5. The regular scheduled meeting of American Legion Auxiliary Middleburg Unit #250, Inc. shall be held on the 3rd Thursday of each month, unless otherwise specified and shall be called to order at 7:30 pm. An Executive Committee meeting shall be held the 3rd Thursday of the month unless otherwise specified and shall be called to order at 6:30 pm.
6. Seven (7) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
7. The annual Senior membership dues of the Unit shall be $25.00 to include Department and National per capita. The annual dual member dues of the Unit shall be $15.00 to include Department and National per capita. The annual dues of the Junior membership shall be $5.00 to be paid for through the Unit to include the Department and National per capita.
8. The Second Vice President shall be the Activities Chairman.
9. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
10. Unit elected Officers, consisting of the President, the Membership Chairman, the Secretary/Treasurer are authorized to sign checks for disbursement of funds from the treasury. Checks to Department must have two (2) of the above signatures.
11. All members responsible for Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.
12. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.
13. A Nominating Committee, composed of three (3) members, shall be elected by the members for the purpose of presenting a slate of officers for the ensuing year. The committee shall have the permission of each candidate for an office in order to be presented by this committee. This committee is to form no later than two (2) months prior to election.
14. An Audit Committee composed of three (3) members, with the Chairman appointed by the President and two (2) members elected by the members, for the purpose of auditing the Treasurer's accounts at the close of each term, making a report of the audit to the Unit.
15. Annual Convention Delegates: The incoming President will be automatically paid for a two (2) night hotel expense, other officers to be voted upon at a regular scheduled meeting to be paid if budget allows.

16. All requests for reimbursement with receipts must be submitted to the Treasurer within seven (7) working days of the purchase and all receipts must be clear of any purchases that are not for the event.
17. The Chaplain shall be budgeted two hundred ($200.00) dollars for the year, for expense, with proof of receipts.
18. In an emergency, should a purchase need to be made the Executive Committee can approve up to $500.00 by a majority vote of seven (7) Committee members. A phone vote may be taken by the Treasurer and one (1) other Executive Committee member for approval of the emergency.
19. Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting, or if notice has been given, by a majority vote.

THIS CONSTITUTION AND BYLAWS WERE READ, VOTED UPON AND APPROVED AT OUR REGULAR UNIT MEETING ON

February 3, 2017

X [signature]
Unit President

[signature]
Unit Secretary

X Carol Diane Meadows
Unit Constitution & Bylaws Chairman

X Patricia S. Dennis
Department Constitution & Bylaws Chairman

APPROVED FEB 07 2017
Date Approved