

RECEIVED APR 30 2018

**CONSTITUTION AND BY-LAWS  
AMERICAN LEGION AUXILIARY  
TURNER BRANDON UNIT 7, INC  
DEPARTMENT OF FLORIDA  
1760 TURNER ST; CLEARWATER, FL 33756**

**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 good will 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.

**ARTICLE I  
NAME**

Section 1. The name of this organization shall be the American Legion Auxiliary, Turner Brandon Unit 7, Inc. Department of Florida.

**ARTICLE II  
NATURE**

Section 1. The American Legion Auxiliary, Turner Brandon Unit 7, Inc. is a civilian patriotic service organization of women that support the mission of The American Legion.

Section 2. American Legion Auxiliary, Turner Brandon Unit 7, 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**

Section 1. The object of the American Legion Auxiliary, Turner Brandon Unit 7, Inc. Department of Florida, shall be as stated in the Preamble to 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 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 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 of eighteen(18) and older; provided, however, a member eligible under Section 1 of this article, and who is under 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) years, Junior members shall automatically be admitted into Senior membership with full privileges.

C. Dues for both classes shall be paid annually or paid up for life.

**ARTICLE V  
UNIT OFFICERS**

Section 1. The Unit shall elect annually a President, 1st Vice President, 2nd Vice President, Treasurer, Chaplain, Historian, Sergeant-at-Arms, Assistant Sergeant-At-Arms, and three (3) Members at Large who shall assume the duties of their respective offices upon being installed.

Section 2. The President elect shall appoint a Secretary and submit the appointment to the Executive Committee for ratification.

## **ARTICLE VI EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall consist of thirteen (13) members, namely: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, Assistant Sergeant-at-Arms, 3 Members at Large and the immediate Junior Past President.

## **ARTICLE VII FISCAL YEAR**

Section 1. The Fiscal Year shall be the same as that of Department.

## **ARTICLE VIII AMENDMENTS**

Section 1. This Constitution may be amended by a two-thirds(2/3) vote of the members present at a regular meeting provided the proposed amendment 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 By-Laws and the Standing Rules of the American Legion Auxiliary.

## **BY-LAWS**

### **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 regular meeting for approval.

Section 2. A vacancy existing in 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 who she succeeds.

Section 3. The Executive Committee shall meet at the call of the President or on a request of any two (2) of its members.

Section 4. A majority of the members of the Executive Committee shall constitute a quorum.

## **ARTICLE II DUTIES AND POWERS**

Section 1. Duties of the 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 By-Laws; to appoint members to standing committees; to create such other committees and appoint members thereof as she may deem advisable; to perform such other duties as custom and parliamentary usage requires; and to appoint all other Officers not otherwise provided for. She shall be a member ex-officio of all committees.

Section 2. Duties of the Vice Presidents: the 1st and 2nd Vice Presidents shall, in the order named, when called upon, assist the President in the conduct of the Unit program and in the absence of the President shall perform the duties of her office and shall succeed her in office in the event of her death, resignation or removal.

Section 3. Duties of Secretary: It shall be the duty of the Secretary to record the proceedings of the Unit and of the Executive Committee meetings and to keep all books necessary to successfully carry on the work of the office; to act as Secretary to the Unit, Executive Committee and to conduct her office in a business like manner. She shall have care of the archives of the Unit. She shall keep a record of all monies received and disbursed as reported by the Treasurer. Upon receiving appointment by the President, the Secretary is vested with such authority as is necessary to carry out the duties of the office successfully and for the good of the American Legion Auxiliary. The Secretary shall make four (4) copies of the minutes with the original to be retained on file; one copy to the President for ready reference, a second copy to be given to the Historian for use in the compilation of the Unit's history and a third copy to the Treasurer. She shall receive and answer all official mail under the direction of the President and to attend and give due notice of all meetings.

Section 4. Duties of the Treasurer: It shall be the duty of the Treasurer to receive all monies belonging to the Unit and to account for same. The Treasurer shall expend Unit funds as authorized by the Unit and shall, at the regular meeting of each month, give a report of receipts and expenditures and the balance on hand. She shall keep a written account of receipts and expenditures and make a full and complete annual report and such other reports as may be deemed necessary by the Executive Committee. The accounts of the Treasurer shall be audited annually and she shall hand over to her successor all monies, vouchers, books, papers, and receipts belonging to the Unit. The Treasurer and all members who handle Auxiliary money are bonded through the Department. Bonding fee to be paid annually.

Section 5. Duties of the Chaplain: It shall be the duty of the Chaplain to offer prayer at the opening and closing of Unit meetings; to report the name and date of death of any Unit member who dies during the term to the District and Department Chaplain and perform such other duties as the President may direct.

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

Section 7. Duties of the Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings; to advance and to retire the colors at each meeting and such other duties as the President may direct.

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### **ARTICLE III DUES**

Section 1. Dues shall be paid annually or for life. See Standing Rules.

Section 2. A member failing to pay annual dues, including the Unit, State and National assessments, by January 31 is classed as delinquent and shall be suspended from all membership privileges; provided, however, such member shall be notified in writing by the Membership Chairman of such suspension prior thereto. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December 31 of the year of delinquency shall be automatically dropped from the membership rolls and may be reinstated only by paying all back dues or by reestablishing her eligibility and making application as a new member.

### **ARTICLE IV UNIT MEETINGS**

Section 1. The regular scheduled meeting of American Legion Auxiliary, Turner Brandon Unit 7, 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. Special meetings may be called by the President, a majority of the Executive Committee or upon request of the members.

Section 3. the number of members of a Unit that shall constitute a quorum at any regular scheduled meeting of the Unit shall be stated in the Standing Rules. .

## **ARTICLE V ELECTIONS**

Section 1. Elections shall be held annually. See Standing Rules.

Section 2. Election shall be by ballot and a majority of the votes cast shall be necessary to elect. No absentee ballots permitted on any matter. Where there is but one (1) candidate for any office, the election may be by voice vote.

Section 3. In order to participate in the election of Unit Officers, a member shall have paid her dues for the current fiscal year within which the election is held.

Section 4. Delegates and Alternates to the Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two (2) weeks prior to the Convention. The first two (2) delegates shall be the President and the Secretary. Alternates shall have priority in order of their election.

Section 5. All Officers and Executive Committee members shall be elected annually at a meeting called for that purpose. Election to be certified to the Department Secretary not less than ten (10) days before the Department Convention on forms furnished by Department.

Section 6. At the time of election of Officers, the President-Elect shall appoint a Secretary and submit the appointment to the Executive Committee for ratification. The President shall complete the appointment of the regular standing committees within thirty (30) days after installation of Officers.

Section 7. Vacancies of Office occurring during the term shall be filled by appointment of the Executive Committee.

Section 8. All Officers shall hold office until their successor is elected, qualified, and installed.

Section 9. Installation shall be at a time to coincide with The American Legion Post to which it is attached.

## **ARTICLE VI COMMITTEES**

Section 1. The Unit shall have the following Core Committees: Americanism, Children and Youth, Constitution and ByLaws , Audit, Membership, National Security, and Veterans Affairs and Rehabilitation and such mission and member/organizational support committees as provided in the Standing Rules.

## **ARTICLE VII TRANSFERS**

Section 1. Transfer of membership from one Unit to another in the Department shall be upon application of member to, and acceptance by, the other Unit in conformity with the National and Department Constitution and By-Laws.

Section 2. A member transferring from this Unit to another for any reason except for a change of residence, who then wishes to return to this Unit, shall make application for such transfer. Unit members shall vote on the acceptance of this transfer or new membership by the majority of the voters present.

## **ARTICLE VIII DISCIPLINE**

Section 1. For any violation of the Unit, Department, or National Constitution, or for any 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 a two-thirds(2/3) vote at a meeting duly called for that purpose. Said expulsion or removal shall be binding only in event said member or Officer shall have been 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 to appeal to the Department Executive Committee and its action shall be final. The expenses of such appeal shall be borne by the appellant.

Section 2. Expulsion from this Unit shall not prevent a member from applying for membership in any other Unit.

Section 3. Neither this Unit nor any member shall circularize any other Unit or member thereof without the consent of the Department Executive Committee.

Section 4. Liabilities: No member or group of members shall subject this Unit to liability without authorization of the Unit.

## **ARTICLE IX 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 By-Laws.

## **ARTICLE X AMENDMENTS**

Section 1. These By-Laws may be amended by a two-thirds (2/3) vote of the members present at a regular meeting, provided the proposed amendments shall have been read at a previous meeting.

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

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



THIS CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT  
OUR REGULAR UNIT MEETING ON FEBRUARY 15, 2018.




Karen Collinsworth, President



Debra Salliotte, Secretary

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Georgia Pettibone, Unit Constitution and Bylaws Chairman



Patricia Devine, Department Constitution & ByLaws Chairman

APPROVED APR 25 2018

## **STANDING RULES**

### **DUES**

Section 1. The annual dues of this Unit shall be thirty-two dollars (32.00) per year. Junior dues shall be five dollars (5.00) paid until the age of 18. All dues shall include the Department and National per capita tax paid annually.

### **UNIT MEETINGS**

Section 1. Unless otherwise ordered by the Unit or Executive Committee, the regular meeting of this Unit shall be held on the third (3<sup>rd</sup>) Thursday night of each month and shall be called to order at 7:00 PM . There will be one (1) meeting a month and it will be a business meeting.

Section 2. An annual meeting shall be held not more than ninety (90) days nor less than fifteen (15) days prior to the Department Convention of each year for the purpose of electing Officers.

Section 3. Special meetings may be called by the President, a majority of the Executive Committee or upon request of the members.

Section 4. Seven (7) members shall constitute a quorum at any meeting of the Unit. Five(5) members shall constitute a quorum of the executive committee.

### **COMMITTEES**

Section 1. In addition to the Core Committees listed in the By Laws, The Unit shall have the following Committees: Auxiliary Emergency Fund, Community Service, Education, Finance, Girls State, History, Leadership, Legislative, Past Presidents Parley, and Poppy.

Section 2. An auditing committee composed of three (3) members shall be appointed by the Unit President 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 3.. The Executive Committee may not expend more than two hundred dollars (\$200.00) without the sanction of the Unit.

Section 4. A Nominating Committee consisting of three (3) members will be elected at the regular business meeting three (3) months prior to the annual election. The Nominating Committee will present the slate of candidates for office for the Unit's consideration. Nominations may also be made from the floor. In order that a nomination may be effective, the candidate shall be present at the time of nomination or shall have filed a written acceptance of such nomination.

## ADDITIONAL STANDING RULES

1. A Past President's pin shall be given to all Presidents retiring from office.
2. The President and Secretary will automatically serve as the first and second Delegates to all conventions and conferences. Balance of the Delegates and Alternates to be elected in order of number of votes received. The Unit shall pay for one -half (1/2) of the room rate and the registration fee of any member that attends the Fall Conference, unless room is paid by The American Legion or the Sons of the American Legion.
3. The Unit shall pay for one- half (1/2) of the room rate and the registration fee of the Delegates to the Department Convention, unless paid by The American Legion or the Sons of the American Legion.
4. When a member is ill in the hospital or has surgery as an outpatient recuperating at home, appropriate cards will be sent.
5. There shall be a senior and life membership. A life membership may be given to a senior member who has faithfully served Unit 7 for ten (10) years or more and is a member in good standing. There will be no more than one life membership per Unit year. A letter of qualifications for the prospective life member must be submitted to the Unit Secretary by March 15. If approved by the Executive Committee, the letter will be read on the floor of the regular meeting and voted on by the members present.
6. Unit Officers, consisting of the President, First Vice President, Secretary, and Treasurer are authorized to sign checks for disbursements of funds from the Unit treasury. All checks MUST have two of the four above signatures.
7. Any Unit member present at the American Legion Post #7 on a regular meeting night shall attend the meeting or leave the premises.

## AMENDMENTS

Section 1. These Standing Rules may be amended by a two-thirds (2/3) vote of the members present at a regular meeting, or if notice has been given, by a majority vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR  
REGULAR UNIT MEETING ON FEBRUARY 15, 2018.

*Karen Collinsworth*

Karen Collinsworth, President

*Debra Salliotte*

Debra Salliotte, Secretary

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*Georgia Pettibone*

Georgia Pettibone, Unit Constitution and Bylaws Chairman

*Patricia J. Devine*

Patricia Devine, Department Constitution & ByLaws Chairman

APPROVED APR 25 2018