

CONSTITUTION AND BYLAWS
OF
AMERICAN LEGION AUXILIARY
Paradise UNIT 79, Inc.
5329 Legion Pl, New Port Richey, Fl

DATE October 5, 2020

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 all 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 Paradise_Unit 79, Inc., Department of Florida.*

ARTICLE II – NATURE

Section 1: American Legion Auxiliary Paradise Unit 79 Inc. is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2: American Legion Auxiliary Paradis Unit 79, 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.

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ARTICLE III - OBJECT

The object of the American Legion Auxiliary Paradise Unit 79, Inc., Department of Florida, shall be as stated in the Preamble to the Constitution.

ARTICLE IV – ELIGIBILITY

Section 1: Eligibility for membership in The American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion governing documents shall be provided as follows and shall be updated as appropriate.

- (1) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
- (2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941: who, being a citizen 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 either eligibility periods and died in the line of duty or after honorable discharge;
- (3) grandmothers, mothers, sisters, spouses and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty of after honorable discharge; and
- (4) 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 be comprised of members 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 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 shall be appointed, 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.)

ARTICLE VI – EXECUTIVE COMMITTEE

There shall be an Executive Committee, which shall consist of all officers and 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 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 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 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 succeeded.

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 deemed 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 if absent, perform the duties of the office and shall succeed to the 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. The Secretary is hereby vested with such authority as it is necessary to carry out the duties of the office 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. The Treasurer shall pay the bonding fee as determined by the Department Office. The Treasurer 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. The Treasurer shall keep an accounting of the receipts and expenditures, making an annual report thereon and such other reports as may be deemed necessary by the Unit Executive Committee. The accounts shall be audited annually. All current bills shall be paid before transferring all funds, books, vouchers and papers belonging to the Unit to the 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 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 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 re-establishing eligibility and making application as a new member.

ARTICLE IV – UNIT MEETINGS

Section 1: The regular scheduled meeting of American Legion Auxiliary, Paradise Unit # 79, 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 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 – ELECTION

Section 1: Elections shall be held annually. In order to participate in the election of the Unit Officers, a member shall have paid 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 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 forms 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 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 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 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 ON AND APPROVED AT OUR REGULAR UNIT MEETING ON October 5, 2020

X Jeanne Lewis
Unit President

Ann J. [Signature]
Unit Secretary

X Jeanne Lewis
Unit Constitution and Bylaws Chairman

X Catherine McMiller
Department Constitution & Bylaws Chairman

10/28/2020
Date Approved

APPROVED

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STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Paradise Unit #79, Inc. shall be held on the First Monday of each month except for July and August and will resume the second Monday in September, and shall be called to order at 7 pm. An Executive Committee meeting may be called by the President, by a majority of Executive Committee or upon written or electronic request of members of the Unit.
2. Seven (7) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$ 30__ to include Department and National per capita. The annual dues of the Junior membership shall be \$ 5__ to include the Department and National per capita.
4. 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.
5. Unit elected Officers, consisting of President, Treasure, and 1st vice are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.
6. 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.
7. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed by the President to carry on the duties normally performed by the Secretary.
8. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.
9. 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.

10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.
11. The Secretary/Treasurer shall order all necessary stationery and printing.
12. Expense money to be paid to each girl attending Girls State in the amount of \$30.
13. All officers and Executive officers badges must be returned to the President before installation.
14. All records, reports and materials of the Unit must be turned over to the corresponding incoming officer on the night of installation with the exception of the Treasurer's books which will be audited within ten (10) day after installation or before pending arrangements made. Treasurer's books are to be audited every six (6) months.
15. Should the Post Commander or the Unit President die while in office \$15.00 will be given to the Department Education Fund in his/her memory.
16. Honorary Life Membership in Unit 79 would require no less than five (5) years of active and outstanding service to Unit 79.
17. Memorial Scholarship Fund donation of \$5.00 in memory of deceased Unit member (Department Memorial Fund).
18. Education Scholarship in the amount of \$1,000 will be awarded to a Senior Girl from either of the following : Gulf High, Mitchell High or Wendell Technical or River Ridge.
19. The Unit to pay for the incoming Unit Officers and their guest installation dinner tickets. The Unit will also pay for a complimentary dinner for the Installing Team District President, District Chaplain and District Sgt.at Arms or those designated by the District President to represent the District.
20. Garden dish or plant budget increased to \$25 and distributed at the Unit Chaplain and President's discretion.
21. Any current Unit member who is 80 years of age and has been active for 5 years, shall have per capita dues paid by the Unit. New members as of 2010 who have been active for a minimum of 5 years and are at the qualifying age of 85 or greater shall have their per capita dues paid by the Unit.
22. The Installing Team or their representatives are to receive a gift of \$10.00 each when the Unit is installed and the District President to receive a \$15.00 gift on the official visit.

23. Any check received returned as worthless or insufficient funds will have an additional service charge of \$30.00.
24. When a holiday occurs on a regular meeting Monday (other than July and August that meeting may be held the following Monday. This date is to be announced at the regular meeting prior to the change.
25. Vacancies in office between annual elections shall be filled by the Executive Committee, except in the case of the President. If the President is unable to fulfill her term of service, the First Vice becomes President and 2nd Vice moves up and the Executive Committee fills any other vacancy.
26. A Past President's pin shall be presented to all Presidents retiring from office. Should they have been President of any auxiliary before, they will be presented a gift equal to the amount of the pin.
27. Executive committee shall be limited to the expenditure of \$25.00. All recommendations of said committee shall be presented to the Unit at the next meeting of the Unit for approval.
28. The President may spend up to a maximum of \$50 per auxiliary function for immediate auxiliary needs reportable at the next unit meeting.
29. Annual reports shall be made by the Chairman of each of the committees in written form to the Unit and to the respective District Chairmen: and any other reports that may be required or requested by the Unit, District, or Department. You will be required to follow the requests of Mid-year and End of the year reporting.
30. Any delegate who cannot attend the Conference or Convention shall notify the President who in turn will take the next name in line. Delegates are to turn in a written or verbal report to the President who in turn will compile a single report which will be read at the next regular meeting. President is Chairman of the Delegation and will register all at convention.
31. Any member from Unit 79 who becomes District President shall be reimbursed for gas mileage and up to \$100 towards hotel room if not reimbursed from District for each required function. Receipts must be supplied each month for reimbursement.
32. Unit meetings may be held in person or via electronic means. Voting may be by voice, ballot, email or other electronic means during a pandemic which has shut our Post.

The Unit should always remember that it is an Auxiliary to its Post and its first purpose should be to forward the program of the Post. It must never take action which conflicts with the stand of the Post and should never undertake an important project without the Post's approval. The Unit should regard its' connection with the Post as a distinct honor and should strive unceasingly to carry out the National Constitution's Pledge.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON October 5, 2020

X *Jeanette Lewis*
Unit President

Sharon P. [Signature]
Unit Secretary

X *Jeanette Lewis*
Unit Constitution and Bylaws Chairman

X *Kathleen McQuillan*
Department Constitution & Bylaws Chairman

APPROVED

10/28/2020

Date Approved

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