

CONSTITUTION AND BYLAWS OF
AMERICAN LEGION AUXILIARY
BLANTON-THOMPSON UNIT NO. 155 INC.
6585 W. GULF TO LAKE HWY.
CRYSTAL RIVER FL.
DEPARTMENT OF FLORIDA

AUGUST 25, 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 in 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 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.

CONSTITUTION

ARTICLE I – NAME

The Name of this organization shall be American Legion Auxiliary, Blanton-Thompson Unit No. 155 Inc., Department of Florida.

ARTICLE II – NATURE

Section 1: The American Legion Auxiliary Blanton-Thompson Unit No. 155 Inc. is a civilian patriotic service organization that supports the mission of the American Legion.

Section 2: The American Legion Auxiliary Blanton-Thompson Unit No. 155 Inc. shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III – OBJECTIVE

The object of the American Legion Auxiliary, Blanton-Thompson Unit No. 155 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, spouses, and direct and adopted female descendants of members of The American Legion and to the 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-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 of the 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.

- . 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.
- . 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 Senior membership with full privileges.
- . Dues of both classes shall be paid annually or for life.

ARTICLE V – UNIT OFFICERS

Section 1: The Unit shall elect annually a President, Vice President, Treasurer, Chaplain, Historian, Sergeant-at-Arms and Assistant Sergeant-at-Arms, who shall serve until their successors are duly installed or as otherwise provided.

Section 2: The Unit Secretary shall be elected annually.

ARTICLE VI – EXECUTIVE COMMITTEE

There shall be an Executive Committee, which shall consist of all 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 that of the Department.

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: 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 the 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 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 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 Committee; to enforce strict observance of the Constitution and Bylaws; to appoint members of the Standing Committees; to create such other committees and appoint members thereof as deemed advisable; to perform other such duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for.

Section 2: Duties of the Unit Vice President: The Vice President shall, when called upon, assist the President and if absent perform the duties of the office, and shall succeed her/him in office in case of death, resignation or removal.

Section 3: Duties of the Unit 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 Unit Treasurer: It shall be the duty of the Treasurer to receive all monies belonging to the Unit and to 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 a Welfare Fund. All Poppy donations shall be placed in the Welfare Fund and be used to assist the Veteran and immediate family. The Treasurer shall keep an accounting of receipts and expenditures, making a monthly 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 before transferring all funds, books, vouchers and papers belonging to the Unit to the successor.

Section 5: Duties of the Unit 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 directed by the President and to notify Department of any deceased members on a monthly basis. The President shall appoint an Assistant Chaplain.

Section 6: Duties of the Unit 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 Unit Sergeant-at-Arms and Unit Assistant Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms or the Unit Assistant 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 this 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 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 scheduled meeting of the American Legion Auxiliary Blanton-Thompson Unit No. 155 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 this Unit may be called by the President, by a majority of the Executive Committee, with the President notified, or upon written or electronic 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 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 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 new 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 that 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 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 Rule 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 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 Unit meeting.

Section 2: Amendments not having been 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 AUGUST 25, 2020

[Signature]
Unit President

[Signature]
Unit Secretary

X [Signature]
Unit Constitution and Bylaws Chair

X [Signature] APPROVED 9/22/2020
Department Constitution & Bylaws Chair Date Approved

STANDING RULES

1. The regular meeting of the American Legion Auxiliary Blanton-Thompson Unit No. 155, Inc. shall be held on the fourth Tuesday of each month, unless otherwise specified, and shall be called to order at 7:00 pm. An Executive Committee meeting shall be held when deemed necessary and at a time convenient to the committee.
2. Seven (7) members shall constitute a quorum at any meeting of the Unit; one-third (1/3) or four (4) members shall constitute a quorum of the Executive Committee.
3. Senior dues shall be \$30.00 annually. Junior dues shall be \$7.00 annually until the age of 18 years. All dues money to be given to the Membership Chairman.
4. The Vice President shall be appointed as the Membership Chairman.
5. All members responsible for Unit funds shall be bonded through the blanket fidelity bond and the Unit will pay the annual premium to the Department Headquarters.
6. Unit elected Officers, consisting of President, Vice President (Membership Chair), and Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two (2) of the three (3) stated signatures.
7. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed to carry on the duties normally performed by the Secretary.
8. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."
9. The immediate Past President will automatically be added to the Executive Committee.
10. 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.
11. A Nominating Committee composed of three (3) members shall be elected by the members for the purpose of presenting a slate of Unit 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.
12. A Budget Committee composed of four (4) members, including the Unit Treasurer, shall be appointed by the NEWLY ELECTED PRESIDENT for the purpose of preparing a Budget for the ensuing year. Said Budget to be presented to the Unit for approval after receiving Unit Guides from Department.
13. 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.
14. Upon death of a member or a person in their immediate family, a donation of \$10.00 shall be contributed to the American Legion Auxiliary Memorial Scholarship Fund in the member's name.
15. If a member has a terminal illness and is bedridden, the Unit shall pay the Per Capita dues for that member.

- 16. In the event that a member is in the hospital, a card shall be sent to her on behalf of the Unit by the Unit Chaplain.
- 17. The Past President's pin shall be purchased by either the Secretary or Treasurer if the outgoing President would like one. If the outgoing President has a Past President Pin, a gift of \$40.00 is given.
- 18. The President shall have the right to spend up to \$50.00 for any emergency that arises between meetings along with the approval of two (2) Executive Committee Members.
- 19. A Unit member cannot consume alcoholic beverages or participate in the recreation room while the regular meeting is in progress.
- 20. There will be no smoking in the Auxiliary meeting room while the regular meeting is in progress.
- 21. The outgoing President who attends the Department Convention will receive \$100.00 for expenses; the presiding President shall receive \$50.00 for expenses for attending the President's Workshop, \$50.00 for attending Fall Conference, and \$50.00 for attending Spring Conference. The President must attend all meetings and make a report to the Unit before receiving compensation.
- 22. If the outgoing President is not going to the Department Convention, then \$100.00 for expenses is to be given to an elected delegate who is going. If the presiding President cannot attend, then an elected delegate shall receive \$50.00 for expenses for attending the President's Workshop, \$50.00 for attending Fall Conference, \$50.00 for attending Spring Conference. The delegate must attend all meetings and make a report to the Unit before receiving compensation.
- 23. These Standing Rules may be amended by a two-thirds (2/3) vote at any regularly scheduled 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 8/25/2020.

X *[Signature]*
Unit President

[Signature]
Unit Secretary

X *[Signature]*
Unit Constitution and Bylaws Chair

X *[Signature]*
Department Constitution & Bylaws Chair


APPROVED
Date Approved 9/22/2020


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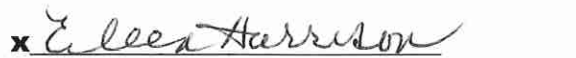
DECLARATION OF STATE OF EMERGENCY


In the event of a formally declared State of Emergency (National or State) that would prevent or interfere with regularly scheduled meetings, annual nominations, voting and subsequent elections, the Unit Executive Board has the authority to adopt and/or implement an alternate method of procedures for the purpose of conducting regular business. The Unit Executive Board, in making such procedural changes, shall take into consideration guidance provided by and/or set forth by National and/or Department Organizations. The procedures enacted will provide for the health, welfare, safety, and well-being of the entire American Legion Post 155 Family Members

THIS DECLARATION OF STATE OF EMERGENCY WAS READ, VOTED ON, AND APPROVED AT OUR REGULAR UNIT MEETING ON AUGUST 25, 2020

x 
Unit President

x 
Unit Secretary

x 
Unit Constitution and Bylaws Chair

x 
Department Constitution and Bylaws Chair



9/22/2020
Date Approved

