CONSTITUTION AND BYLAWS OF AMERICAN LEGION AUXILIARY
LANDRUM MEMORIAL UNIT 236, INC.
P.O. Box 1735, Bronson, FL 32621

DEPARTMENT OF FLORIDA
December 3, 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 autocrat 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 n 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, Landrum Memorial Unit 236, Inc., Department of Florida.

ARTICLE II - NATURE

Section 1: American Legion Auxiliary Landrum Memorial Unit 236, Inc. is a civilian patriotic service organization that supports the mission of the American Legion.

Section 2: American Legion Auxiliary Landrum Memorial Unit 236, Inc. shall be absolutely nonpolitical and shall not be used for dissemination of partisan principles or for any promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III - OBJECT

The object of the American Legion Auxiliary Landrum Memorial Unit 236, Inc., Department of Florida shall be as stated in the Preamble of the Constitution.

ARTICLE IV - ELIGIBILITY

Section 1: Eligibility for membership in The American Legion Auxiliary is determined by The American Legion. The eligibility requirements for 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;

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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 or 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 (19) and older; provided, however, a member eligible under Section 1 of this Article, and who is under the age of eighteen (19) years and married shall be classified as a Senior.

(b) Junior membership shall be comprised of members under the age of eighteen (19) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen (19) 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, Treasurer, Chaplain, Historian, and Sergeant-at-Arms who shall serve until their successors are duly installed or as otherwise provided (or a combination of some of these offices). A Secretary will be appointed by the President.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1: There shall be an Executive Committee, which shall consist of the elected Officers and three (3) additional members-at-large elected by the Unit. The terms of office for members of the Executive Committee will be one year.

ARTICLE VII - FISCAL YEAR

Section 1: The Fiscal Year shall be June 1-July 31 of the following year.

ARTICLE VIII - AMENDMENTS

Section 1: These Bylaws may be amended by a 2/3 vote of members present at a regular Unit meeting provided the proposed amendments shall have been read at the prevues Unit meeting.

Section 2: Amendments not having been previously read may be adopted by the unanimous vote of 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

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 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: One-third 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 verbal request of at least 3 (3) members of the Executive Committee. Uniform notice of such special meeting shall be given to all members of the Executive Committee; and, except in extreme emergency, shall be given at least forty-eight hours in advance. At special meetings only business specified shall be transacted.

ARTICLE II - DUTIES AND POWERS OF OFFICERS

Duties of the President: It shall be the duty of the President to preside at all meetings of the Unit and the 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 such other duties as custom and parliamentary usage require; and to appoint all Officers not otherwise provided for.

Duties of the Vice President: The First and second Vice President in the order named shall, when called upon, assist the President, and in the President's absence, perform the President's duties, and shall succeed the President in office in case of death, resignation or removal from office.

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 food of the American Legion Auxiliary.

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 pacers belonging to the Unit to the successor.

Duties of the Chaplain: It shall be the duty of the Unit Chaplain to offer prayers at the opening and closing of each meeting, and to perform other such duties as the President may direct and to notify Department of any deceased members on a monthly basis.

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

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 requested by the President

ARTICLE III - DUES

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

Section 2: Any member failing to pay annual dues including the Unit, Department, and National assessments by January 31st 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 meetings of the American Legion Auxiliary, Landrum Memorial Unit 236, 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 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 the majority of the votes cast shall be necessary with the nominee declared a winner. If there is only one person nominated for an office the ballot may e 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 or less than fifteen (15) days before Department Convention.

Section 4: The Unit shall notify the Department Secretary of the names and addresses of such newly elected, 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 filed by the Executive Committee.

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

ARTICLE VI - COMMITTEES

The Unit shall have the following Core Committees: Americanism, Children & Youth, Constitution Bylaws, Membership, National Security, Audit, Veterans Affairs & Rehabilitation, and such other mission and member/organization 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 be subject this Unit to the 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 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 BYLWS WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON December 3, 2020.

x Laurie S Tate
President

Unit Bylaws Chairman

x Cathie McMullin 12/28/2020
Department of Florida Constitution and Bylaws Chairman

APPROVED

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STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Landrum Memorial Unit 236, Inc. shall be held on the first Thursday of each month, unless otherwise specified and shall be called to order at 6:00 P.M.

2. Five (5) 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 beg $30 to include Department and National per capita. The annual dues of the Junior membership shall be $7 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 President Parley, Poppy and Public Relations.

5. Unit elected Officers: Consisting of three (3) President, First Vice and Treasurer, are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two or three 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 Corresponding Secretary may be elected/appointed 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 elected by 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 for the purpose of presenting. 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. An Audit Committee composed of three (3) members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at close of each term, and making a report of the audit to the Unit.

11. Reimbursements for purchasing items for Auxiliary functions, provided it has been approved at a meeting, will be issued upon a receipt given to the Treasurer.

12. Each new member of the Unit will be given an American Legion Auxiliary pin and a new member packet.

13. There will be no smoking at a regular meeting.

14. Any Convention Delegate or Alternate whose registration fee was paid for by the Unit must attend the Convention General Session or refund the money back to the Unit.

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15. No auxiliary member shall go to any other organization and ask for donations without prior authorization from the Auxiliary Unit.

16. It is the Unit Membership chairperson's responsibility to verify all elements of eligibility provided on the application. A copy of the application with documents provided will be made for the Unit's record keeping. The original document(s) must be given back to the applicant.

17. Charges raised by one unit member against another unit member will be brought to the Parliamentarian, the Unit President or District President. The Department of Florida American Legion Auxiliary will step in if the issue is not resolved according to Department rules and bylaws.

18. Each new Officer shall be given a Unit Guide paid for by the Unit for the ensuing administrative year.

19. If we are in the midst of a pandemic or other catastrophe, this rule will allow us to vote electronically, if necessary.

19. These Standing Rules may be amended by a two-thirds (2/3) vote of the members present at a regular Unit 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 November 3, 2020.
(date)

Laurie L Tate
Unit President

Unit Constitution & Bylaws Chairman

Rachel McMullen
Department of Florida Constitution & Bylaws Chairman

APPROVED

12/28/2020
Date Approved

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