

Unit Constitution and By-Laws of  
American Legion Auxiliary, Inc.  
Makinson-Carson Unit 10  
P. O. Box 422296  
Kissimmee, Florida 34742-2296  
December 27, 2017

**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 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 devotion to mutual helpfulness

**CONSTITUTION**

**ARTICLE 1 - NAME**

The name of this organization shall be American Legion Auxiliary Makinson Carson Unit 10 Department of Florida.

**ARTICLE 11- NATURE**

Section 1, The American Legion Auxiliary-Makinson Carson Unit 10 is a civilian patriotic service organization of women that supports the mission of the American Legion.

Section 1; American Legion Auxiliary Makinson Carson Unit 10 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 111 - OBJECT**

The object of the American Legion Auxiliary Makinson Carson Unit 10 Inc. Department Of Florida shall be as stated in the Preamble to the Constitution.

**ARTICLE 1V - 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;

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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 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 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 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\*, Treasurer, Chaplain, 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.)

\*Secretary may be elected or appointed.

#### **Article V1 - Executive Committee**

Section 1. There shall be an Executive Committee which shall consist of the officers and three additional members -at- large elected by the Unit. The term of office for members of the Executive Committee shall be for one year.

#### **Article V11- Fiscal Year**

The Fiscal Year shall be the same as the Department of Florida, July 1 through June 30<sup>th</sup>

#### **Article V111 - Amendments**

Section 1. This Constitution may be amended by two-thirds vote of the members present at a regular Unit meeting, provided the proposed amendments 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 1 - 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 requests of at least three (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 (48) hours in advance. At special meetings only business specified shall be transacted.

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### **Article 11 - 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 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: Duties of the 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: 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 Treasurer - 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 and be used to assist the Veteran and his/her children.

She shall keep an 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 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 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 111 - 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 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 reestablishing eligibility and making application as a new member.

#### **ARTICLE IV - UNIT MEETINGS**

Section 1: The regular scheduled meeting of American Legion Makinson Carson Unit #10 Inc., shall be 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 the Unit shall constitute a quorum at any regular Schedules 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 her dues for the current fiscal year within which The election is held.

Section 2: Elections shall be by ballot and 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 Constitutions 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 two thirds (2/3) vote at a Unit meeting duly called for the purpose, said expulsion or removal to be binding only in the event the 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.

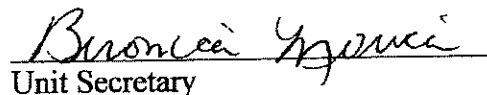
Section 2. Amendments not having been previously read may be adopted by the unanimous vote of the members present.

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.

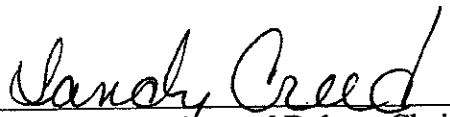
THE CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON JANUARY 24, 2018



Unit President



Unit Secretary



Unit Constitution and Bylaws Chairman



Department Constitution and Bylaws Chairman

APPROVED FEB 02 2018

Date Approved

STANDING RULES  
AMERICAN LEGION AUXILIARY  
MAKINSON CARSON UNIT. 10

**Duties of the Unit President:** It shall be the duty of the President to preside at all meetings of 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 she deems 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 names 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.,

**Duties of the Secretary:** It shall be the duty of the Secretary to record the proceedings and transactions of all meetings of the Unit; to act as custodian of all books, papers, and records; to keep record of all names and addresses of the members, showing source of their eligibility; to send out such notices as are directed by the President; to process the correspondence sent and received; and perform such other duties as shall be required of her by the President.

**Duties of the Treasurer:** It shall be the duty of the Unit Treasurer to receive all money belonging to the Unit and to account for them. She shall maintain two separate funds namely a general 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 an accounting of her receipts and expenditures making a monthly 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 and papers belonging to the Unit to her successor.

**Duties of the 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 the President may direct.

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

**Duties of the Sgt. 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 required by the President.

Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.

The office of the Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

The annual membership dues of this Unit shall be \$35.00 for Seniors paid annually or for life, and shall include the Department and National per capita. The annual membership for Juniors shall be \$6.00 paid annually.

A member failing to pay annual dues, including the Unit, State and National assessments by January 31, shall be classed 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



Committee.

10. All Past Presidents of the Unit are members of the Executive Committee for 1 year immediately following the year for which she served as President. However she does not have a vote or voice unless recognized by the chair.
11. Bulletins from the Department Secretary shall be promptly delivered to the designated Chairman.
12. The Unit shall pay all dues of members with 50 continuous years of membership with Unit 10.
- 13, Post Lounge will be closed to the Unit 10 Auxiliary members during General meetings, alcoholic beverage may be brought into meeting.
14. The President is authorized to make purchases for the Auxiliary for \$100.00 or less.
- 15, Cap on expenditures by the Auxiliary not to exceed \$1,000.00.
16. All motions asking for financial contribution to a member for any personal reason must be tabled until next meeting so it can be discussed, seconded and then voted upon by the group.

These Standing rules may be amended by a two-thirds vote by the members present at a regular Unit meeting, or if notice has been given by a majority vote.

These Standing Rules were read and approved at a regular scheduled meeting held on February 27, 2019

Lisa Love  
Unit President

Dee Taylor  
Unit Secretary

Ethel Wise  
Unit Constitution & Bylaws Chairman

2/27/19  
Date

Approved

[Signature]  
Department Constitution and Bylaws Chairman

3/29/19  
Date

