

**Constitution/Bylaws/and Standing Rules of  
American Legion Auxiliary  
Orlando Memorial Unit #19, Inc.  
Orlando, FL 32810  
Department of FL  
April, 2017**

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**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 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 1 - NAME**

The name of this organization shall be American Legion Auxiliary, Orlando Memorial Unit #19, Inc. Department of Florida.

**ARTICLE II - NATURE**

Section 1: The American Legion Auxiliary Orlando Memorial Unit 19, Inc. is a civilian patriotic service organization of women that supports the mission of the American Legion.

Section 2: The American Legion Auxiliary Orlando Memorial Unit 19, Inc. shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles nor for any promotion of the candidacy of any person seeking public office or preferment.

### **ARTICLE III - OBJECTIVE**

The object of the American Legion Auxiliary, Orlando Memorial Unit #19, 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, 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 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.

- 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 of both classes shall be paid annually or for life.

### **ARTICLE V - UNIT OFFICERS**

The Unit shall elect annually a President, First Vice President, Second Vice President, Secretary, 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 officers)

## **ARTICLE VI - EXECUTIVE COMMITTEE**

There shall be an Executive Committee, which shall consist of the current elected officers and three (3) additional members-at-large elected by the Unit. The term of office for members of the Executive Committee will be one year.

## **ARTICLE VII - FISCAL YEAR**

The fiscal year shall be the same as that of the Department.

## **ARTICLE VII - AMENDMENTS**

Section 1. This Constitution may be amended by a two-thirds (2/3) 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 previously read may be adopted by the unanimous vote of members present.

Section 3. This Constitution shall automatically be amended to conform to the National and Department Constitution & 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 on 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 she succeeds.

Section 3: One-third (1/3) of the members of the Executive Committee shall constitute a quorum.

Section 4: Executive Committee 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 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.

## 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 the Unit Executive Committee; 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 such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for.

Section 2: Duties of the Unit Vice Presidents - The First and Second Vice President 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 from office.

Section 3: Duties of the Unit Secretary - It shall be the duty of the Secretary to record the proceedings and transactions of all of meetings of the Unit; to act as custodian of all books, papers and records; to keep a record of names and addresses of the members, to process the correspondence of the Unit; to keep on file in a comprehensive manner, copies of all correspondence sent and received; and to perform other duties as shall be required of her by the President. ~~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 Unit Treasurer - It shall be the duty of the Unit Treasurer to receive all monies belonging to the Unit and to 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 and a 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, voucher and papers belonging to the Unit to her successor.

Section 5: Duties of the Unit Chaplain - It shall be the duty of the Unit 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 Unit Historian - It shall be the duty of the Unit Historian to compile historical records of the Unit and make a report to Department.

Section 7: Duties of the Unit 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 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 dues, including the Unit, Department, and National assessments by January 31, (thirty-first) of the current membership year 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 by only paying back dues or by re-establishing eligibility and making application as a new member.

### **ARTICLE IV – UNIT MEETINGS**

Section 1: The regularly scheduled meeting of American Legion Auxiliary Orlando Memorial Unit 19, 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, 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 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 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 each newly elected officer, 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 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 By-Laws.

#### **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 removed from office by 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 such appeal shall be borne by the appellant.

Section 2: No member, or group of members shall subject this Unit to liability without the authorization of the Unit.

Section 3: No person who has been expelled by a Unit, shall be admitted to membership in another Unit, without the consent of the expelling Unit except that where such consent has been asked for and denied by such Unit, she may then appeal to the Executive Committee of the Department of the expelling Unit for permission to be admitted to membership in another Unit, and shall be ineligible for membership until such permission is granted.

**ARTICLE XI – 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 & 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 Unit meeting, provided the proposed amendments shall have been read at the previous Unit Meeting.

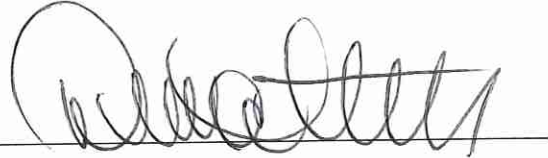
Section 2: Amendments not having been previously read may be adopted by the unanimous vote of the members present.

Section 3: These Bylaws shall be automatically amended to conform to the National and Department Constitution & Bylaws and Standing Rules of the American Legion Auxiliary.

~~THESE CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON March 8, 2017.~~



Lois Stachelrodt  
Unit President



Deborah Foster  
Unit Secretary



Lois Stachelrodt  
Unit Constitution & Bylaws Chairman



Patricia A. Dennis  
Department Constitution & Bylaws Chairman

**APPROVED** MAR 02 2018

Date Approved

**Standing Rules of  
American Legion Auxiliary  
Orlando Memorial Unit #19, Inc.  
Orlando, FL 32810  
Department of FL  
April, 2017**

1. The regular scheduled meeting of American Legion Auxiliary Orlando Memorial Unit #19, Inc. shall be held on the 2<sup>nd</sup> Wednesday of each month, unless otherwise specified and shall be called to order at 6:30 PM. An Annual Meeting of this Unit to receive reports must be held prior to April 15<sup>th</sup>.
2. Five (5) members of this Unit shall constitute a quorum at any regularly scheduled meeting.
3. Any member in good standing of the American Legion Auxiliary Orlando Memorial Unit #19 has the right to aspire to and hold any office.
4. Applications for membership will be read at Unit Meetings and members shall vote orally on each submitted application. If uncertain, voting shall be held by ballot. A majority is required for approval. New members are requested to be present when voted on in order to meet all the members present of the Unit.
5. Annual membership dues of this Unit shall be thirty-five (\$35) per Senior and Seven (\$7) per Junior member.
6. A Life Membership may be awarded in the Unit for long and outstanding service.
7. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected 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. Registration fees for Department Convention Delegates are to be paid by the Unit.
10. The Unit will purchase annually Unit Guides and furnish same to all current Unit Officers and Chairmen.
11. A Legion Post has no authority to regulate a Unit and vice versa.
12. A stipend of \$150 each for the Fall Conference and the Department Convention will be given to the President or a designated delegate representing Unit 19 (if the President is unable to attend) to offset the expenses upon presentation of receipts. President and/or Delegate must attend all sessions of the Conference and Convention.



13. When invoices are received, they should be paid upon receipt (Do not hold the bill).
14. 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 majority vote.
15. In addition to 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.
16. Unit elected Officers, consisting of President, Treasurer, and First Vice President are authorized to sign checks for disbursement of funds from the Unit Treasury. All checks must have two of the three names above signature.
17. 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.
18. A minimum of three (3) signatures are to be on file with two (2) signatures required on each check. ~~The Treasurer's checkbook needs to be left with the President in the event she will not be at the next meeting.~~
19. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members or appointed by the President, for the purpose of presenting a budget for the ensuing year.
20. 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.
21. A quorum is one third of the Executive Committee. All Past Presidents have a vote but are not considered in the quorum.
22. The President has a discretionary fund of \$250.00 that she may use as deemed necessary for emergencies.

THESE STANDING RULES WERE READ, VOTED AND APPROVED AT OUR  
REGULAR UNIT MEETING ON September 13, 2017.

X *Lois Stachelrodt*  
Lois Stachelrodt  
Unit President

X *Deborah Foster*  
Deborah Foster  
Unit Secretary

X *Lois Stachelrodt*  
Lois Stachelrodt  
Unit Constitution & Bylaws Chairman

X *Patricia I. Denise*  
Department Constitution & Bylaws Chairman

APPROVED MAR 02 2018

Date Approved