

CONSTITUTION AND BYLAWS
OF
AMERICAN LEGION AUXILIARY
MID FLORIDA LAKES UNIT # 330 Inc.
DEPARTMENT OF FLORIDA
P.O. BOX 350823 LEESBURG, FLORIDA 34788

2019-2020

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 principals of justice, freedom, and democracy, to participate in and contribute to the accomplishments 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, Mid -Florida Lakes, Unit No. 330, Inc., Department of Florida.

ARTICLE II-NATURE

Section 1: The American Legion Auxiliary Mid Florida Lakes Unit No. 330, Inc., is a civilian patriotic organization that supports the mission of the American Legion.

Section 2: American Legion Auxiliary Mid Florida Lakes Unit No. 330, 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 III-OBJECTIVE

The objective of the American Legion Auxiliary, Mid-Florida Lakes, Unit No. 330, Inc., Department of Florida, shall be 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 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 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 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 (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 of for life.

ARTICLE V- UNIT OFFICERS

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

ARTICLE VI – EXECUTIVE COMMITTEE

There shall be an Executive Committee which shall consist of the 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 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 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

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 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 the 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 Unit 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 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 to 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 Unit Historian to compile 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 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 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 delinquency shall automatically be dropped from the rolls and may be reinstated only by 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 Mid-Florida Lakes, Auxiliary Unit # 330, 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 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 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 Florida Department 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 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 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 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 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 JANUARY 16, 2020.

x Ida Maslinski

Unit President

Ida Maslinski

x Carol Tucci

Unit Secretary

Carol Tucci

x Ida Maslinski

Unit Constitution and Bylaws Chairman

Ida Maslinski



x Catherine McMullin

Department Constitution & Bylaws Chairman

Catherine McMullin

x 2/13/2020

Date Approved

STANDING RULES

The regular meetings of the Mid-Florida Lakes, Auxiliary Unit #330, Inc., shall be held on the third Thursday of each month, unless otherwise specified, and shall be called to order at 7:00pm. An Executive Committee meeting shall be held the second Thursday of the month unless otherwise specified and shall be called to order at 11:00am.

Seven (7) members shall constitute a Quorum at any meeting of the Unit.

The annual Senior membership dues of the Unit shall be \$29.00 to include Department and National per capita. The annual dues for the Junior membership shall be \$4.50 to include the Department and National per capita.

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, Leadership, Junior Activities, Legislative, Past Presidents Parley, Poppy, and Public Relations.

Unit elected Officers, consisting of President, Secretary, Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.

All members responsible for Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department to Department Headquarters.

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

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. Copies of the proposed budget for the fiscal year are to be distributed to the membership, discussed, and voted upon at the regular membership meeting. After that

time, all issues therein shall not require a motion or vote. However, issues not included in the budget shall be discussed and voted upon. The reimbursement request should indicate the specific program or expense, as the Treasurer uses this for her voucher. Two signatures are required on all checks going to Department only one is required for checks within the unit.

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.

The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 23-27.

An outside auditor was approved by the Unit and shall audit the Treasurer's accounts at the close of each term and make a report of the audit to the Unit at the next regular meeting.

The President or the Executive Board after contacting the President may call an emergency meeting anytime if deemed necessary during the months of July and August.

Special meetings of Committees for Programs or Events may be called at the discretion of the President or Program Chairman.

Navy Slacks or Capris with a white Polo Shirt, Navy Vest and a Red, White and Blue scarf, a blue name tag and an auxiliary pin is considered our uniform. Officers are expected to wear uniforms to all meetings. Chairman are requested to wear uniforms to all meetings. The General Membership is greatly encouraged and requested, but not obligated, to wear uniforms at meetings. All members are expected to wear uniforms at all special designated events and programs.

Installation of Officers and the three members at large shall be held each year in a joint installation with the post. Those being installed receive a corsage and the installing Officer shall receive a corsage and a gift of \$25.00.

All newly installed Officers and Executive Board Members must have their dues paid for the coming year before they return North. It benefits the Unit greatly if all dues are paid before August 15th each year.

The Secretary's Records of the past two (2) years are to be stored in the file cabinet. Any others may be removed. The Treasurer's reports for the past seven (7) years are to be stored in the file cabinet for safe keeping.

Standing Rules are adopted by a majority vote and may be amended by a two-thirds (2/3) vote at any 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 JANUARY 16 2020.

x Ida Maslinski

Unit President

Ida Maslinski

x Carol Tucci

Unit Secretary

Carol Tucci

x Ida Maslinski

Unit Constitution & Bylaws Chairman

Ida Maslinski

APPROVED

x Catherine McMullin

Department Constitution & Bylaws Chairman

Catherine McMullin

x 2/3/2020

Date Approved