

**Unit 201 Constitution and Bylaws and Standing Rules**

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CONSTITUTION AND BYLAWS OF

CARTER MATHER-FLORENCE VILLA UNIT 201

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA

901 Avenue S Northeast, Winter Haven, Florida 33881-3152

Mailing Address: P.O. Box 3152 Winter Haven, Florida 33881-3152

May 19, 2016

**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 I - Name**

The name of this organization shall be American Legion Auxiliary, CARTER MATHER-FLORENCE VILLA \_\_\_\_\_ Unit No. 201,  
Department of FLORIDA \_\_\_\_\_.

**Article II - Nature**

Section 1. The American Legion Auxiliary CARTER MATHER-FLORENCE VILLA Unit 201 is a civilian patriotic service organization of women that supports the mission of the American Legion.

Section 2. The American Legion Auxiliary CARTER MATHER-FLORENCE VILLA Unit 201 shall be absolutely nonpolitical and shall not

be used for dissemination of partisan principles or for promotion of the candidacy of any person seeking public office or preferment.

### **Article III - Objective**

Section 1. The objective of the American Legion Auxiliary, CARTER MATHER - FLORENCE VILLA Unit No. **201**, 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 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 over the age of eighteen years; provided, however, that a wife under the age of eighteen years, who is eligible under Section 1 of this article shall be classed as a Senior member.

(b) Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, 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**

Section 1. 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.

## **Article VI - Executive Committee**

Section 1. There shall be an Executive Committee which shall consist of the officers and 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 the Department of Florida, July 1<sup>st</sup> through June 30<sup>th</sup>.

## **Article VIII – Amendments**

Section 1. This Constitution may be amended by a 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. 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. 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 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 - Elections**

Elections shall be held annually.

Elections shall be done by ballot. If there is only one person nominated for an office the ballot may be dispensed with and that nominee declared a winner.

### **Article III - Discipline**

Sec. 1. For any violation of the Unit, Department or National Constitutions, or for conduct improper and prejudicial to the welfare of the American Legion Auxiliary or of the American Legion, any member may be expelled from membership or any officer may be removed from office by a two-thirds 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 at least a fifteen (15) day 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, or their action thereon shall be final. The expenses of said appeal shall be borne by the appellant.

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

**Article IV – Parliamentary Authority**

**Sec. 1** 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 V – Amendments**

Sec. 1. These Bylaws may be amended by a two thirds vote of the members present at a regular meeting provided the proposed amendments shall have been read at a previous Unit meeting.

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

Sec. 3. This Constitution and Bylaws shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

These Constitution, Bylaws and Standing Rules were read and approved at a regularly scheduled meeting held on MAY 19, 2016.

Mary E. Lewis

Unit President

**MARY E. LEWIS**

Unit Constitution and Bylaws Chairman

Bobbie McClellan

Previlla Perkins

Unit Secretary

**PREVILLA PERKINS**

Date 5-19-16

APPROVED:

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Department Constitution and Bylaws Chairman

\_\_\_\_\_

Date

## STANDING RULES

***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 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 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. The Second Vice President shall also serve as activities chairman.

***Duties of the Secretary:*** It shall be the duty of the Secretary to record the proceedings and transactions of all the 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, showing the source of their eligibility; to send out such notices as are directed by the President; to process the correspondence of the Unit; to keep on file in a comprehensive manner copies of all 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 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, 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. The chaplain shall send appropriate cards to ill and bereavement members of the unit.

***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 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.

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

The annual membership dues of this Unit shall be \$ 25.00 for Seniors paid annually. The Paid Up for Life membership (PUFL) will use the Paid Up for Life Membership Life chart for

dues, and shall include the Department and National per capita. The annual membership for Juniors shall be \$ 5.00 paid annually until the age of 18 years.

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 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.

The regular meetings of the CARTER MATHER-FLORENCE VILLA UNIT 201 Auxiliary Unit shall be held on the 3<sup>RD</sup> THURSDAY of each month, unless otherwise specified, and shall be called to order at 6 p.m.

**CARTER MATHER-FLORENCE VILLA UNIT 201 FISCAL YEAR SHALL BE FROM THE 3<sup>RD</sup> THURSDAY IN AUGUST UNTIL THE 3<sup>RD</sup> THURSDAY OF MAY.**

A meeting of this Unit shall be held in the month of April each year for the purpose of receiving annual reports.

Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written or electronic request of members of the Unit. (5) FIVE Members shall constitute a Quorum at any meeting of the Unit.

Election may be by voice vote if there is only one candidate; but where there is more than one candidate for the same office, election shall be by ballot and the majority of votes cast shall be necessary to elect. Elections shall be held no more than 90 days nor less than 15 days prior to Department Convention

Delegates and alternates to a Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two weeks prior to the convention. Alternates shall have priority in the order of their election.

All officers and executive committee members shall be elected annually at a meeting duly called for that purpose. The Secretary may be either, elected or appointed according to the Unit Bylaws.

## **COMMITTEES**

1. There shall be the following standing committees an Executive Committee which shall consist of the offices, three additional members-at-large, elected by unit.

2. A nominating committee composed of three members shall be elected for the purpose of presenting a slate of Unit officers for the ensuing year.
3. An auditing committee composed of three 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
4. There shall be the following standing committees: Americanism, Children and Youth, Education, National Security, Veteran Affairs and Rehabilitation and but not limited to any other committee that the Unit deems necessary.
5. The Nominating Committee shall present the slate of nominations for officers at both April meetings and the first meeting in May. At the second meeting in May, this committee will give their final report. Nominations from the floor may be made at this meeting. Election of officers is held no more than 90 days nor less than 15 days prior to Department Convention.
6. A vacancy existing in the elected officers of the Executive Committee from any cause other than the expiration of a term shall be filled by a majority vote of the members present. A vacancy in an appointed chairmen of Standing Committees shall be appointed by the Unit President. A person so elected shall hold office for the unexpired term of the member whom she succeeds.



## **TRANSFERS**

**Section 1. Any member in good standing in a Unit shall be entitled to transfer to another Unit in conformity with National and Department Constitution and ByLaws.**

**Section 2. Transfer of membership from one Unit to another in the Department of Florida shall be upon application of the member to, acceptance by, the other Unit, in conformity with National and Department and Bylaws.**

## **LIABILITIES**

Section 1. No member or group of embers shall subject this Unit to liability without authorization of the Unit

Section 2. These Bylaws shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

## **FINANCE**

Section 1. Al monies of this Unit for any all purposes whatsoever, shall be received and disbursed by the Unit Treasurer and should be deposited into a baking institution that is federally insured, and two signatures are required for any check that is written.

## **ADDITIONAL STANDING RULES**

1. The Second Vice President shall also serve as Unit Hostess for all Unit functions, shall be responsible for securing hostesses for Unit functions whenever there is a need for one, and shall serve as Activities Chairman.
2. Unit Delegates and Alternates to the Department Convention and other Department Conferences shall be chosen and voted on during the April meeting. An Auxiliary Delegate or Alternate may secure their own lodging and be given a predetermined amount for food.
3. All officers of this Unit shall be installed at a time coincident with the installation of officers of CARTER MATHER-FLORENCE VILLA-POST 201 of the American Legion.
4. In order to participate in the election of Unit officers, a member shall have paid her dues for the current fiscal year with which the election is held.

5. The official contact with the CARTER-MATHER FLORENCE VILLA POST 201 of the American Legion shall be through the Unit President and the Post Commander or the Liaison of the Legion and Auxiliary.
6. Resignation of any officer must be in written form stating reasons and presented to the chairman of the Executive Committee. All resignations shall be automatically accepted.
7. Upon death of an active member of this Auxiliary Unit 201, or her husband, child, grandchild, or parent, a donation to a requested memorial will be sent, not to exceed \$25.00. The Unit President has the authority to decide when memorials for other than active members and their family members should receive a memorial, i.e "special circumstances only" provided the funds are available. Any active member hospitalized shall receive an appropriate gift not to exceed \$25.00. All members shall receive an appropriate card in the event of illness or bereavement.
8. The President can automatically disburse funds up to but not to exceed \$25.00 for the benefit of the Unit or programs of the American legion Auxiliary.
9. Only budgeted money can be spent without the vote of the Unit.
10. A memorial Service will be held for all deceased members, if desired by the family. A protocol dress for memorial service uniform will be: white top and bottom or navy blue top and white with an American Auxiliary hat.

These Standing Rules may be amended by a two-thirds 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 and approved at a regularly scheduled meeting held on MAY 19, 2016.

Mary E. Lewis  
MARY E. LEWIS  
Unit President

Previlla Perkins  
PREVILLA PERKINS  
Unit Secretary

Bobbie McKenna      5-19-16  
Unit Constitution and Bylaws Chairman      Date

APPROVED:

Mary A. Kehoe  
Department Constitution and Bylaws Chairman

6-16-16  
Date