

CONSTITUTION AND BYLAWS  
OF  
AMERICAN LEGION AUXILIARY  
SARASOTA BAY, UNIT 30  
DEPARTMENT OF FLORIDA  
PO BOX 51344  
SARASOTA, FL 34232

NOVEMBER 2, 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 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 Sarasota Bay Unit 30, Inc., Department of Florida.*

**ARTICLE II – NATURE**

**Section 1:** American Legion Auxiliary Sarasota Bay Unit 30, Inc. is a civilian patriotic service organization of women that supports the mission of The American Legion.

**Section 2:** American Legion Auxiliary Sarasota Bay Unit 30, 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 - OBJECT

The object of the American Legion Auxiliary Sarasota Bay Unit 30, Inc., Department of Florida, shall be as stated in the Preamble to 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–November 11, 1918; December 7, 1941–December 31, 1946; June 25, 1950–January 31, 1955; February 28, 1961–May 7, 1975; August 24, 1982–July 31, 1984; December 20, 1989–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 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.

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.

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. 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, Historian, 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.)

## ARTICLE VI – EXECUTIVE COMMITTEE

There shall be an Executive Committee, which shall consist of all 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 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 on the Executive Committee, from any cause other than 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 (3) members of the Executive Committee. Uniform notice of such special

meetings 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 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. 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 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 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 meeting of the Unit and to perform such 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 the 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 regular scheduled meeting of American Legion Auxiliary, Sarasota Bay Unit #30, 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 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 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 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 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.

THIS CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT OUR REGULAR  
UNIT MEETING ON NOVEMBER 2, 2017.

X Tammy Griggs  
Tammy Griggs  
Unit President

Lisa M. Harper  
Victoria Schreiber LISA HARPER  
Unit Secretary

JRP.  
JRP.

X Jenita St. Esprit  
Jenita St. Esprit  
Unit Constitution and Bylaws Chairman

X Patricia A. Denny  
Department Constitution & Bylaws Chairman

APPROVED FEB 13 2018

Date Approved



## STANDING RULES

The fiscal year of Sarasota Bay Unit 30 shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

The standing rules may be amended by a two-thirds affirmative vote of the members present at a regular meeting provided the proposed amendments shall have been read at the previous Unit meeting or if notice has been given by a majority vote.

### **Duties of Officers:**

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 the standing committees; to create such other committees and appoint members thereof as she seems advisable; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for or resigns, after discussion with the Executive Board.

Duties of the Unit Vice-President: The First 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. She shall be Membership Chairman and keep a record of names and addresses of the members, showing the source of their eligibility. She can request the president to appoint another member to the position if she does not want to be Membership Chairman.

Duties of the Unit 2<sup>nd</sup> Vice President: It shall be the duty of the 2<sup>nd</sup> Vice President to preside at all meetings. She shall succeed in the office of Vice-President in case of death, resignation or removal from office. She shall assist in coordinating events and fund-raising ideas for the Units' programs.

Duties of the Unit Secretary: It shall be the duty of the Secretary to record the proceeding and transactions of all meeting of the Unit; to act as custodian of all books, papers and records; 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 correspondence sent and received; and to perform other duties as shall be required of her by the President that are not someone else's responsibility.

Duties of the Unit Treasurer: It shall be the duty of the Unit Treasurer to receive all money belonging to the unit and to account for same. She shall maintain two separate funds, namely a general fund and Welfare fund. All poppy donations shall be placed in the Poppy Fund and be used to assist the veterans and his/her children. She shall keep accounting of her receipts and expenditures, making a monthly report there on, and such other reports as may be deemed necessary by the Unit Executive Committee. Her account shall be audited annually and quarterly if possible. She will provide the Secretary with a copy of her Treasure report at the meeting. The money drop box will have 2 keys, one for the Treasurer and one for the Membership Chairman. She shall pay all current bills before transferring all funds, books and paper belonging to the Unit to her successor.

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 to perform such other duties as the President may direct.

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.

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.



## **Membership Dues**

The annual membership dues of this Unit shall be \$35.00 for Senior members paid annually or for life, and shall include the Department and National per capita. The annual membership for Juniors shall be \$10.00 paid annually until the age of 18 years. Starting January 1, 2019.

A member failing to pay annual dues, including the Unit, State and National assessments by January 31<sup>st</sup>, 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<sup>st</sup>, of the year of the delinquency shall automatically be dropped from the roles and may be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member.

A member, financially unable to pay her dues, may have her name submitted by the Membership Chairman or Executive Committee for consideration. Payments of a member's dues are to be reviewed annually. The Executive Committee may only recommend payment or refusal of payment. The final decision will be voted upon by the Unit. Members with 40 consecutive years of membership are eligible to have their dues paid by the Unit; final approval to rest with the Unit body.

Life memberships may be given for continuous membership and active service. Active service will be in American Legion Auxiliary programs such as Children & Youth, Veteran Affairs & Rehabilitation, Poppy Programs, etc. Applications will be submitted to the Executive Committee in written form for investigation. Award will be standard card (nickel-silver): final approval to rest with the Unit body.

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

## **Meetings**

The regular meetings of the American Legion Auxiliary Unit 30 shall be held on the 1<sup>st</sup> Thursday of each month, unless otherwise specified, and shall be called to order at 6:30 p.m.

All elected Officers, Executive Committee members for the Core Committees, shall attend all monthly meetings unless she has notified the Unit President and advised that she will not be able to attend the meeting. If any Officer, Executive Committee member for the Core Committees has 3 unexcused absences within each year term, shall forfeit said position, and will be required to return her membership pin for which she was previously provided.

An annual meeting of this Unit shall be held not more than 90 days or less than 15 days each year for the purpose of electing officers and 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. Such action shall be presented at the next regular Unit meeting for approval. The President must have the following information: date, names of officers contacted, and how they voted; to be recorded in the minutes of the meeting.

Executive Committee Meeting immediately following the annual election shall be a joint meeting, held within one week, with incoming and outgoing Executive Committee Members to exchange reports, books and membership materials.

Five (5) members shall constitute a Quorum at any meeting of the Unit.

Any member in the building during the course of a Units' regularly scheduled meeting, must be present at the meeting or will be unable to sit in lounge and consume alcoholic beverages.

### Miscellaneous

Financial assistance for those delegated to department Convention shall be raised with Convention Fundraising Activities. Those whom participate in such Fundraiser Activities will have priority in going to Department Conventions. Delegates are required to attend the working session including the Memorial Service and give 1 report for all delegates at the next Unit meeting. If the expense exceeds the income of Convention Fundraising Activities the remaining balance will be divided equally as an individual expense. If expenses are less than monies raised the balance will remain in account for the next year. Money to be disbursed at the time the Delegates give their report to the Unit. If someone does not attend all meetings, money is to be prorated.

The charter of the Unit shall be draped at the death of each member. Such drape to remain until the next regular meeting.

The flags of the American Legion Auxiliary maybe displayed at a member's funeral. It shall be the responsibility of the Chaplain or President to contact the deceased member's family concerning flags. It shall be the responsibility of the Chaplain to conduct memorial service arrangements, if requested by the family, and to notify by phone or electronically all officers of such arrangements.

An appropriate card shall be sent to each known ill member, by the Chaplain, in her absence, the President.

Awards such as citations or money shall belong to the Unit.

The incoming Unit President will be responsible for any planning for the Installation of Officers.


All Officers shall have their own pins. She shall turn in her pin at the end of her term or upon resignation. If destroyed or lost, she shall pay the cost of a replacement pin.

All keys and Auxiliary property shall be given to the incoming President on or before the night of installation.

The Junior past President's name shall automatically be added to the past President's plaque. Responsibility shall be the Secretary's.

All Officers will have a 3 year Term Limit unless no one else is nominated for the position.


These Standing Rules were read and approved at a regularly scheduled meeting held on December 6, 2018.

  
Unit President

  
Unit Secretary

  
Unit Constitution and Bylaws Chairman

12/6/17  
Date

APPROVED:  
  
Department Constitution and Bylaws Chairman

1/2/19  
Date

