

**Constitution/Bylaws/and Standing Rules of  
American Legion Auxiliary  
Orlando Memorial Unit #19, Inc.  
Orlando, FL 32810  
Department of FL  
March, 2022**

**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 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 that supports the mission of the American Legion.

Section 2: The American Legion Auxiliary Orlando Memorial Unit 19, Inc. shall be absolutely non-political 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:

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 the 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 of 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 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: A majority 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 a 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. The secretary is hereby vested with such authority as it is necessary to carry out the 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. The Treasurer shall pay the bonding fee as determined by the Department Office. The Treasurer 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. The Treasurer shall keep an accounting of all receipts and expenditures, making a monthly report thereon and such other reports as may be deemed necessary by the Unit Executive Committee. The accounts shall be audited annually. The Treasurer shall pay all current bills before transferring all funds, books, voucher and papers belonging to the Unit to the 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 the 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 the 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 their 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 the 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, they 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.

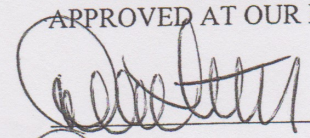
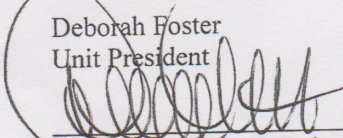
**ARTICLE X - AMENDMENTS**

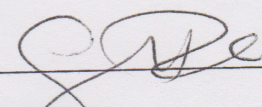
Section 1: These Bylaws may be amended by a two-thirds (2/3) vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous Unit Meeting.

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 May 5, 2022.

  
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Deborah Foster  
Unit President  
  
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Unit Constitution & Bylaws Chairman

  
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Angela Ba  
Unit Secretary  
May 5, 2022  
Date approved by Unit