

**CONSTITUTION AND
BYLAWS OF
AMERICAN LEGION AUXILIARY
OSCAR E. WILSON UNIT 75, INC.
DEPARTMENT OF FLORIDA
898 E. JAMES LEE BLVD
CRESTVIEW, FL 32539**

DATED 12-12-2023

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 I – NAME

The Name of this organization shall be American Legion Auxiliary Oscar E. Wilson Unit 75 Inc., Department of Florida.

ARTICLE II – NATURE

Section 1: American Legion Auxiliary Oscar E. Wilson Unit 75, Inc. is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2: American Legion Auxiliary Oscar E Wilson Unit 75, 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 Oscar E. Wilson Unit 75, Inc., Department of Florida, shall be as stated in the Preamble to 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 as stated in the standing rules.

- (1) grandmothers, mothers, sisters, spouses, and adopted female descendants of members of The American Legion; and
- (2) grandmothers, mothers, sisters, spouses, and adopted female descendants of all men and women who served in either of the following periods: 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 adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods 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 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 or for life.

ARTICLE V – UNIT OFFICERS

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

ARTICLE VI – EXECUTIVE COMMITTEE

There shall be an Executive Committee, which shall consist of all 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 July 1-June 30.

ARTICLE VIII – AMENDMENT

Section 1: This Constitution may be amended by a quorum of ten (10) 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 succeeded.

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 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 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. 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 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 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. 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 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 December 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, Oscar E. Wilson Unit 75, 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.

Section 4: Electronic meetings refer to Standing Rules.

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 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. After election all ballots shall be destroyed.

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 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. Must provide proof of eligibility.

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 quorum vote of ten (10) members 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 a quorum vote of ten (10) 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 12-12-2023.


Unit President LINDA OSMON


Unit Secretary WHITNEY FULLER

STANDING RULES

ELECTIONS

1. The Secretary will be appointed according to the rules prescribed by the Department of Florida.
2. In order to vote, members must have their current paid up membership card and show the same card to the Sergeant at Arms prior to signing in to attend the meeting.
3. An annual meeting of this Unit shall be held each year, no more than ninety (90) days nor less than fifteen (15) days prior to the Department Convention for the purpose of electing officers for the following year.
4. Once elections are completed, the newly elected officers do not officially take office until after installation. Until installation the new officers will work with outgoing officers in their positions for an easier transition.

DUES

1. The annual membership dues for the Unit shall be \$45.00 for Senior members paid annually and shall include the Department and National per capita. Junior Dues are \$15.00 paid annually and shall include Department and National per capita. Membership dues may also be paid for life. See membership chairman for information.
2. A member failing to pay annual dues including Unit, Department 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 31st of the year of delinquency shall be automatically dropped from the rolls and may be reinstated only by paying all back dues or by reestablishing eligibility and making application as a new member.

UNIT MEETINGS

1. The regular scheduled meeting of the American Legion Auxiliary Oscar E Wilson Unit 75, Inc. shall be held on the second Tuesday of each month, unless otherwise specified and shall be called to order at 6:30 PM. An Executive Committee meeting shall be held the second Tuesday of the month unless otherwise specified and shall be called to order at 6:00 PM.
2. In the event the regular meeting falls on the eve of or on a holiday, the Regular meeting shall be changed at the call of the President. In the event the Executive Committee meeting falls on the eve of or on a holiday, the Executive Meeting shall be changed at the call of the President. Membership will be notified at the meeting prior to the holiday or be notified via social media.
3. Ten (10) members of this Unit (which can include officers) shall constitute a quorum at any regular scheduled meeting of the Unit.
4. In unusual circumstances such as pandemic, hurricanes, etc. it is acceptable to have Unit business conducted virtually or electronically.

5. Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written request of the members of the Unit. Members will be notified by the Unit.
6. Annual reports from committee chairmen must be compiled and sent to the District Chairman according to dates on the reports. This must be done at least five (5) to ten (10) days prior to due date of the annual committee report forms. Chairmen will be notified by the Unit President at the regular meeting in March.

COMMITTEES

1. A nominating committee composed of three (3) members shall be elected for the purpose of presenting a slate of officers for the ensuing year.
2. The Unit President for the purpose of auditing the Treasurer's accounts shall appoint an Auditing Committee composed of three (3) members. This shall be done quarterly and prior to the installation of new officers, or if deemed necessary by a member. A report is to be given at the next regular meeting following each audit.
3. 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. This must be completed within thirty (30) days of installation.
4. The Unit President shall appoint a committee for the selection of the Volunteer of the Year Award. The Unit President will be the only one who will know the names of those appointed to this committee. Each committee person shall report her/his selection in confidence directly to the Unit President.
5. A committee to oversee the Travis Schoenbeck Memorial Scholarship will be appointed each year by the President. Members will be responsible for establishing selection criteria and award recipients and amounts. The committee's recommendations will be presented at a general membership meeting. Approval will consist of a majority vote of members present. The scholarship will then be given to the Legion to disburse the funds of this scholarship.
6. In addition to the committees listed in the Bylaws, the Unit shall have the following committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, Public Relations, National Security, Veterans Affairs and Relations, and Americanism.

DUTIES AND POWERS OF OFFICE

1. When deemed necessary, a Recording and Corresponding Secretary may be appointed to carry on the duties normally performed by the Unit Secretary.
2. The office of the Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

3. Duties of the Treasurer-It shall be the duty of the 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 will maintain a General Fund with a specific line item for Poppies. All Poppy donations will be collected and shown on the Poppy line item in the General Fund. All donations from Poppy sales are used to assist the Veteran and his/her family. The Treasurer shall keep an account of the receipts and expenditures, making an annual report thereon and such other reports and may be deemed necessary by the Unit Executive Committee. The accounts shall be audited quarterly. All current bills shall be paid before transferring all funds, books, vouchers and papers belonging to the Unit to the successor.

UNIT CHAPLAIN

1. Greeting cards will be sent to all members who are sick, who have a death in their family, etc..
2. Ordering of flowers for members will be voted on by the membership.
3. In the event of the death of a member of the Auxiliary, a donation in the amount of \$25 to charity will be sent on behalf of the deceased member. The charity will be selected by the closest family member. In the event of the death of a husband, mother, father, daughter, or son of a member of the Unit, a donation of \$25 will be sent on behalf of the deceased and the member. The charity will be selected by the member. The Chaplain will coordinate this with the Treasurer to get the monies and send to charity.
4. Chaplain or another Unit Officer shall be in charge of Draping the Unit Charter upon notification of the death of a member. The Charter shall remain draped during the period of mourning as described in the Unit Manual of Ceremonies.
5. In the absence of the Unit Chaplain, the Unit President shall appoint an Acting Chaplain as needed.

EXPENDITURES

1. All Department obligations shall be paid when due. Any bills not previously approved in the yearly budget will be approved at the regular meeting before checks are issued. All monthly bills will be paid by the Unit Treasurer when they are due.
2. The President may, at their discretion, spend funds not to exceed \$100 for any expenses, veteran's or community service projects/needs between meetings.
3. Unit Treasurer and Secretary are authorized to purchase necessary office supplies, not to exceed \$200 per purchase for Unit business. To receive reimbursement all receipts must be submitted to the Treasurer. The Unit President can give permission to use the debit card for purchases.
4. The Unit checkbook shall be kept in the unit office safe.

CONVENTIONS-CONFERENCES, ETC.

1. If funds are available, the Unit will pay for the President or Vice President (or the next officer in succession) to attend the Department Workshop and/or mid-winter Conference. Should none of the officers be able to attend, the membership shall elect a representative to attend the Workshop/Conference. This would include four (4) days lodging, not to exceed Workshop/Conference rates and gas for transportation. Attendees will furnish the Unit with a written expense report with copies of receipts and a report on the function they attended. These items will be due by the first general membership meeting following the Workshop/Conference. If they are not furnished to the Unit, all monies received by the attendee(s) must be returned to the Unit. Attendees will report on what occurred at the event at the next General membership meeting and share what was learned.
2. If funds are available, the Unit will pay for the number of elected delegates specified by Department to attend the Annual Department Convention. The Unit would pay for only one room for four (4) days lodging, not to exceed the convention rates and gas for transportation. Attendees will furnish the Unit with a written expense report with copies of receipts and a report on the function. These items will be due by the first general membership meeting following the convention. If they are not furnished to the Unit, all monies received by the attendees must be returned to the Unit. Attendees will report on what occurred at the event at the next General Membership meeting and share what was learned.
3. The Unit shall pay the registration fees for all the Delegates to the Department Convention.
4. All Delegates to the District Constitutional Conference shall be elected prior to the Conference.

MEMBERSHIP APPLICATIONS

1. Any widow/widower applying for membership must provide the following:
Death Certificate, DD-214 (or other proof of service), marriage and birth certificates if names do not match. All copies must be kept on file and redacted.
2. All membership transfers must be vetted with their previous unit and must be a member in good standing. Transfers must be voted into membership at general membership meeting.

MISCELLANEOUS

1. The President and Membership Chairman will collect Unit mail from the Unit Box located in the Lounge at the Post.
2. The In-Coming President shall decide on the type of dress to be worn for the Installation of the Unit Officers.

3. Historian shall be responsible for taking pictures of all Unit Functions. Historian must have a written report of all Unit activities and must post all pictures of all events on the Unit Facebook page. The Unit Historian shall be responsible for keeping a photo album reflecting the activities for the year.
4. Auxiliary members attending General Membership Meetings must sign in. Attendance records will be kept by the Unit Secretary.
5. Unit Members attending regular or specially called meetings will dress appropriately. Disruptive behavior will not be tolerated by any attendee and they may be escorted out of the meeting.
6. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON December 12, 2023.


Unit President LINDA OSMON


Unit Secretary WHITNEY FULLER