

Constitution and Bylaws of
Frank B. Huddleston, Unit 81
American Legion Auxiliary Department of Florida
2909 S Harbor City Blvd.
Melbourne, FL 32901-7913

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, Frank B. Huddleston Inc., Unit 81, Department of Florida.

Article II - Nature

Section 1. American Legion Auxiliary Frank B. Huddleston Unit 81, is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2. American Legion Auxiliary Frank B. Huddleston Unit 81, 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 preferment.

Article III - Objective

Section 1. The object of the American Legion Auxiliary, Frank B. Huddleston, Unit 81, 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 determined by the 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 anytime 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 eligible 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.

- (1) 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.
- (2) 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.

(3) 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, 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 that of the Department.

Article VIII – 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 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 succeeded.

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 (3) 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 (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 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 deemed advisable; to perform such other duties as custom and parliamentary usage required; and to appoint all officers not otherwise provided for.

Section 2. ***Duties of the Vice President:*** The Vice President, 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 record the proceedings and transactions of all the meetings 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 the correspondence sent and received; and perform such other duties as shall be required of by the President.

Section 4. ***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. The Treasurer shall maintain two separate funds, namely a General fund 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 the Auxiliary's 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, 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 the President may direct.

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.

Section 8. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.

Section 9. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

Article III - Dues

Section 1. The annual Senior membership dues of this 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, 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.

Article IV - Unit Meetings

Section 1. The regular meetings of Frank B. Huddleston Auxiliary Unit 81 shall be held as stated in the Standing Rules., The Executive Committee meeting shall be held as stated in the Standing Rules.

Section 2. An Annual meeting of this Unit shall be held in the month of May each year for the purpose of electing officers and receiving annual reports.

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.

Section 4. The number of members of a Unit that shall constitute a quorum at any meeting of the Unit shall be stated in the Standing Rules.

Article V - Election

Section 1. 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 and no less than 15 days prior to Department Convention.

Section 2. 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.

Section 3. All officers and executive board members shall be elected annually at a meeting duly called for that purpose. The Secretary may be either, elected or appointed according to the rules prescribed by the Department.

Article VI - Committees

Section 1. There shall be the following standing committees: Veterans Affairs and Rehabilitation, Children and Youth, Americanism, National Security, Education (and any other committee that the unit deems necessary).

Section 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.

Section 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.

Article VII - Transfers

Section 1. 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 Constitutions and Bylaws.

Article VIII - Discipline

Section 1. For any violation of the Unit, Department or National Constitutions or for conduct improper and prejudicial to the welfare of the Auxiliary or of The American Legion, any member may be expelled from membership or any officer removed from office by two-thirds 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 days notice in writing by the Unit Secretary of the charges and the hearing thereon. Either party may have the

right of appeal to the Department Executive Committee and their action thereon shall be final. The expense of said appeal shall be borne by the appellant.

Section 2. Neither this Unit in the Department nor any member thereof shall circularize any other Unit or member thereof without the consent of a Department Executive Committee.

Section 3. Liabilities: No member or group of members shall subject this Unit to liability without authorization of the Unit.

Article IX - Parliamentary Authority

Section 1. The Unit organization shall be governed by "Robert's Rules or Order, Newly Revised," on all points not covered by this 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 Unit meeting, provided the proposed amendments shall have been read at the previous Unit meeting.

Section 2. These Bylaws shall be automatically amended to conform to the National and Department Constitutions and Bylaws and standing rules of the American Legion Auxiliary.

Section 3. Amendments not having been previously read may be adopted by the unanimous vote of the members present.

These Constitution, Bylaws and Standing Rules were read and approved at a regularly scheduled meeting held on February 4, 2023.

Joyce Coughlan
Unit President

Karla Riley
Unit Secretary

Karen Dodds
Unit Constitution and Bylaws Chairman

2/4/2023
Date