

GARNER, GRANT MEMORIAL  
UNIT 101  
AMERICAN LEGION AUXILIARY  
DEPARTMENT OF FLORIDA  
UNIT CONSTITUTION AND BYLAWS

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 IN 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 GOOD WILL 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."**

ARTICLE I: NAME

Section 1:       The name of this organization shall be Garner Grant Memorial Unit 101, inc. American Legion Auxiliary, and Department of Florida.

ARTICLE II 'NATURE

Section 1:       The American Legion Auxiliary Garner Grant Memorial Unit 101, Inc. is a civilian patriotic service organization of

Section 2:       The American Legion Auxiliary Garner Grant Memorial Unit 101, Inc., shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles, nor for the promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III ' OBJECT

American Legion Auxiliary, Garner-Grant Memorial Unit 101, Inc., Department of Florida, shall be as stated in the Preamble Of the Constitution and Standing Rules

## 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 a footnote to this Constitution for information purposes and shall be updated as appropriate.

### Section 2.

There shall be two (2) classes of membership, Senior and Junior.

(a) Senior membership shall be composed of members aged 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 member.

(b) Junior membership shall be composed of members under the age of eighteen (18) 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

Membership in the American Legion Auxiliary shall be limited to the:

(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 or after honorable discharge; and

(4) To those women who of their own right are eligible for membership in The American Legion.

## 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, 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 (3) additional Members at Large by the Unit. The term of office for members

## ARTICLE VII – FISCAL YEAR

Section 1: 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 amendments 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 VIII – EXECUTIVE COMMITTEE

- Section 1: There shall be an Executive Committee which shall consist of the officers, three additional members, at large, one of which will be the immediate Past President, elected by the Unit. It shall meet once a month prior to the Unit's membership meeting. A special meeting may be called by order of the President or by a written request of at least three members of the Executive Committee. Notice of such special meeting shall be given to all members of the Executive Committee, and, except in extreme emergency, shall be given 48 hours in advance. At special meetings only business specified shall be transacted.
- Section 2: 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 on the next meeting for approval.
- Section 3: 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 elected shall hold office for the unexpired term of the member whom she succeeds.
- Section 4: All Past Presidents, in good standing, shall be members of the Unit Executive Committee with voice but no vote.
- Section 5: The term of office of the Executive Committee shall commence immediately following the adjournment of the Department Convention and shall end at the commencement of the next Department Convention.

## ARTICLE X – ELECTION

- Section 1: Election shall be by ballot and a majority of the votes cast shall be necessary to elect. When there is but one candidate for an office, the ballot may be dispensed with and the nominee declared elected.

- 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 (2) weeks prior to the Convention. Alternates shall have priority in the order of their election.
- Section 3: All officers and Executive Committee Members shall be elected annually at a meeting duly called for that purpose.

#### ARTICLE XI – TRANSFERS

- Section 1: Transfer from one Unit to another in the Department of Florida and other Departments shall be upon application of the member, voted upon and acceptance by the Unit in conformity with National and Department Constitution and Bylaws.

#### ARTICLE XII – DISCIPLINE

- Section 1: For any violation of the Unit, State, or National Constitution, or conduct improper and prejudicial to the welfare of the American Legion Auxiliary or of the American Legion, any member by, be expelled from the membership or any office by a two-thirds vote at a Unit meeting called for that purpose, said expulsion or removal to be binding only in the event said member or officers 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, have the right of appeal, to the Department Executive Committee, and their action thereon shall be final. The expense of said appeal shall be done by the appellant.
- Section 2: Neither this Unit in the Department or any member thereof shall circulate any other Unit or member thereof without the consent of the Department Executive Committee.
- Section 3: Liabilities; No member or group of members shall subject this Unit to liability without authorization of the Unit.

#### ARTICLE XIII – PARLIAMENTARY AUTHORITY

- Section 1: The Unit organization shall be governed by Robert's Rules of Order. Newly Revised, on all points not covered by this Constitution and Bylaws.

#### ARTICLE XIV ' AMENDMENTS

- Section 1: These bylaws 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 a previous Unit meeting.
- Section 2: Amendments not having previously read 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 order of the American Legion Auxiliary.

AMERICAN LEGION AUXILIARY  
GARNER- GRANT UNIT #101  
STANDiNG RULES

1. For Department Convention, the immediate Past President and the newly elected President shall be automatic Delegates. The Unit will pay for the registration of all delegates. At department convention, the unit will pay for a standard room and travel expenses for the outgoing President. At Mid-winter (Fall Conference) the unit will pay for a standard room and travel expense for the current President. Should she share her room, the unit member would reimburse the unit for half of the room charge
- 2 The fnance committee shall consist of the President, vice President, Treasurer, Secretary. An audit committee, appointed by the unit president, shall consist of three members of the unit, making a report at the next unit meeting. The president, 1<sup>st</sup> Vice President, Secretary and treasurer will be the signatory of the Unit Checkbook, two signatures needed for presentation of checks for payment. No officer shall sign a check payable to herself.
- 3 . The nominating committee shall be elected by the membership at the annual election of officers and consist of three members. It will be their duty to prepare, for the time of the next years' election, a slate of officers for consideration.
- 4 The unit will provide a past president pin or gift for the outgoing president at the time of the installation of a newly elected president. The unit will provide a gift for the district president at the time of the unit installation. District dues shall be paid at the time and a list of the incoming officers will be given to the president or district secretary. A gift will be given to the deparnment president, upon their visit to the unit or at a district function attended by unit members. All amounts approved on the unit's annual budget,
- 5 ERective 2024 the senior dues of this unit will be \$3.00 above the mandated fees of Deparanent and National per capita assessments. Junior membership dues shall be \$5.00, until the age of eighteen and sent to Deparanent. Any member failing to pay annual dues, including Department and National assessments, by January 31, is classed as delinquent and shall be suspended from all 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 re-establishing eligibility and making application as a new member. (approved 1/18/2023)
- 6 The regular meetings of the Auxiliary unit shall be held on the third Wednesday of each month) and shall be called to order at 7:00 P.M. Special meetings of the Unit may be called by the president, or by the majority of the executive committee, or by written request of three members of the unit. The annual meeting of the unit shall be held, not more than 60 days nor less MI 15 days prior to the department convention for the purpose of electing Oaicers and delegates Four (4) members shall be a quorum at any meeting of the unit. All Unit #101 members present on the premises at the time of membership meetings will either attend or leave the premises. (approved 1/6/16)

7. The executive committee will meet prior to the membership meeting, at a time and date determined by the president. A quorum of the executive committee shall be 4 members present.
8. All bills to be paid by the unit must be submitted before the close of books and the units audit for the fiscal year. No bills will be paid for the previous year if submitted late, unless there is a vote of approval by the membership
9. The unit will reimburse drivers, who car pool, to the district or department meetings. 50 cents per mile, (from post round trip to the post). Also elected delegates to these meetings will be reimbursed for their lunch, upon receipt, for the actual amount spent, not to exceed \$10.00 per day. Payment of lunch receipts and travel expenses will only be accepted for those delegates attending the 6111 day sessions. Tolls will also be reimbursed upon presentation of receipts
10. The unit shall provide unit guides for all the officers, the executive committee, chaplain, historian, sgt-at-arms, the following chairman, Americanism children and youth, education, community service, constitution by-laws, girls state juniors, leadership, legislative, membership, national security, past president parley, poppy, public relations and VA&R. if any of the above hold one or more Chairmanships or offices, they would receive only one unit guide, unit members may purchase the unit guide for the price paid by the unit.
11. Postage will be provided by the unit for the president, secretary, and membership chairman Postage for all other committees will be paid by the presentation of receipts and the proper request form
12. In case of emergency, a chairman, with the approval of the presidents can spend an amount not exceeding \$100.00 and the receipt must be presented at the next unit membership meeting for reimbursement.
13. All new members shall be invited to be present & escorted by the SGT at Arms to the meeting once voted in. They will receive a Constitution and Bylaws and a copy of the standing rules
14. All elected officers are required to pay their dues for the incoming year prior to the ceremony of installation of offices.
15. Duties of the officers:
  - Unit President- it shall be the duty of the president to preside at all meeting of the unit and the unit executive committee, to enforce strict observance of the constitution and bylaws, to appoint a chairman to the unit's National Standing Committees: (Veteran's affairs & rehabilitation, children and youth, Americanism, National Security, Membership, Constitution and bylaws, finance and audit) to create such other duties as custom and parliamentary usage require: and to appoint all officers not otherwise provided. She shall be an ex officio of all committees

- 1;<sup>st</sup> Vice President- the 1<sup>st</sup> vice president, when called upon will assist the president and in her absence perform her duties, and shall succeed the president in office in case of death, resignation or removal from office. She shall have the overall responsibility of membership. She shall make herself familiar with the principles and purpose of the organization and unit. ( approved 5/16)  
2<sup>nd</sup> vice president- the second vice president will assist the president and the first vice president. To act as a program coordinator and see that there are volunteers for necessary events and programs.

Secretary- it shall be the duty of the secretary to record the proceedings and transactions of all meeting of the unit; to act as custodian of all books, papers and records; to send and received and performed other duties as shall be required of her by the president. It shall be her responsibility to forward all department information to the various chairmen

Treasurer- it shall be the duty of the unit treasurer to receive all money belonging to the unit and account for the same' She shall maintain two separate funds, namely a general fund and a welfare fund. All poppy donations shall be placed in the welfare fund and be used to assist the veteran and his/her children. The treasurer shall pay all orders signed by the president or secretary and shall retain these orders as her vouchers, keep account of her receipts as may be deemed necessary by the executive committee. Her accounts shall be audited quarterly. She shall be responsible to have form 990 completed and sent to the IRS by November 15<sup>th</sup> of each year. She shall deliver to her successor, all money, vouchers, books, papers belonging to the unit.

Chaplain- it shall be the duty of the chaplain to offer prayer at the opening and closing of each meeting, and to perform such duties as the president may direct. She shall have an amount stipulated for cards and postage on the unit's approved budget. The charter will be draped at the next meeting after the unit has been notified of the death of a member, provided that date of death is within a reasonable time of the membership meeting\_ The ceremony is to be a unit's memorial to the member, not a public presentation. At the time of draping of the charter for a deceased member a \$50.00 donation will be made to the department memorial scholarship fund name of the deceased member, and the family notified (if possible) of the unit's donation. The chaplain will hold a memorial service each June to honor all deceased members of the unit

Historian- it shall be the duty of the historian to complete the historical record of the unit and to make a report to department.

Sergeant-at-arms- to preserve order at the meetings of the unit and such other duties as may be requested by the president, All cell phones are to be turned oN during the meeting. An assistant sergeant-at-arms may be appointed by the president if deemed necessary.

Executive committee- they shall review the annual budget and prepare it for the next membership meeting for approval. It shall ratiQ all committee appointments made by the president at the first executive committee meeting after installation

16. Honorary membership- the unit membership will vote on an honorary membership at regular membership meeting. The unit member will have been a continuous member for at least 5 years. She will have been active and contributed the "extra"

mile to the programs of the American legion auxiliary and to the betterment of the unit.  
Serving as the unit officer only, will not qualify her to receive this honor. (approved 1/6/16)


17. All chairmen will follow the following procedure in doing a project. They will present and explain the project to the executive board before making any arrangements or commitments for their approval. (This is for new projects or one not covered in their budget.) if the project is approved, the chairman can ask for a recommendation for funds, explain the venue, if volunteers needed, etc. After approval, by the executive board, the project will be brought before the next membership meeting. If then approved, the chairman can advise the people involved of the project, not before. Any money spent prior to getting approved will not be reimbursed. (approved 5/16)
18. After the installation of officers, the installed president and the treasurer will change the password in the unit computer that contains information and changes the unit's financial programs. (approved 5/16)
19. After election all newly elected officers and chairman will receive a newly revised unit Constitution and By-laws and Standing Rules. (approved 5/16)

This constitution, bylaws and standing rules were read and approved at a scheduled meeting,

held on 3-15-23

  
Brenda Maddox  
Unit president

  
Maggie Brock  
Unit Secretary

  
Daphne Harmon, 1<sup>st</sup> Vice  
Unit Constitution & Bylaws chairman

Approved By,

Department constitution & bylaws chairmen

3-15-23  
Date