

**CONSTITUTION AND BYLAWS
OF
AMERICAN LEGIONS AUXILIARY
D.N. MCQUEEN UNIT 103, INC.
DEPARTMENT OF FLORIDA
2101 TAYLOR RD., PUNTA GORDA, FL 33950
FEBRUARY 13, 2020**

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 D.N. McQueen Unit 103, Inc. Department of Florida.

ARTICLE II-NATURE

Section 1: American Legion Auxiliary D. N. McQueen Unit 103, Inc. is a civilian patriotic service organization that supports the mission of the American Legion.

Section 2: American Legion Auxiliary D. N. McQueen Unit 103, 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 II-OBJECT

The object of the American Legion Auxiliary D. N. McQueen Unit 103, 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.

- (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 is eligible under section 1 of this article, and who is under the age of eighteen 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.

ARICLE V- UNIT OFFICERS

Section 1: The unit shall elect annually a President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplin, Historian, Sergeant-At-

Arms and Assistant Sergeant-At-Arms who shall serve until their successors are duly installed or as otherwise provided.

ARTICLE VI- EXECUTIVE COMMITTEE

There shall be an Executive Committee, which will 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 (1) 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 at the aforementioned regular meeting.

Section 3: The 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 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, for 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 they succeeds.

Section 3: One-third (1/3) 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 in 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 over 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 First and Second Vice Presidents, in the order named, when called upon, assist the President and if absence, perform their duties and shall succeed them 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; 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 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 for 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 Veterans and their 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 Historian- It shall be the duty of the Historian to compile the historical records of the Unit and 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 duties as may be requested by the President.

ARTICLE III-DUES

Section 1: The annual senior membership dues of the Unit shall be stated in the Standing Rules which 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 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, D. N. McQueen Unit 103, Inc. 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 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 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 the 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. The Alternates shall have priority in 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 upon application of the member and acceptance by the other Unit, be 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 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 be given at least fifteen (15) days' notice in writing by the Unit Secretary of the charges and the date of the hearing. 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, nor 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 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 a unanimous vote of 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 MEETING ON FEBRUARY 13, 2020.

Unit President

Unit Secretary

Unit Constitution and Bylaws Chairman

Department Constitution and Bylaws Chairman

Date Approved

Standing Rules

American Legion Auxiliary Unit 103

October 22nd, 2022

1. The regular scheduled meeting of the American Legion Auxiliary D.N. McQueen Unit #103 shall be held on the first Tuesday of each month, unless otherwise specified and shall be called to order at 6:00 P.M. An Executive Committee meeting shall be held the first Tuesday of the month unless otherwise specified and shall be called to order at 5:00 P.M.
2. One-third (1/3) of the members of the Executive Committee shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of the unit shall be \$35.00 which includes Department and National per capita. The annual dues for Junior membership shall be \$5.00 which also includes the Department and National per capita.
4. In addition to the Core Committees listed in the By-Laws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy and Public Relations.
5. Unit elected Officers consisting of the President, Treasurer and Membership Chairman are authorized to sign checks for the disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.

6. All members responsible for Unit funds shall be bonded through the blanket Fidelity Bond and the Unit will pay the annual premium to Department Headquarters.

7. When deemed necessary, a Recording Secretary and a Corresponding Secretary maybe elected/appointed to carry on the duties normally performed by the Secretary.

8. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members for the purpose of presenting a budget for the ensuing year.

9. A Nominating Committee composed for three (3) members shall be elected by the members for the purpose of presenting a slate of officers for the ensuing year. The committee shall have the permission of each candidate for an office before presenting their names.

The Chaplain will be responsible for numbers 10, 11, 12 & 13

10. In lieu of sending flowers/plants to the family of deceased Auxiliary members, a check for \$50.00 may be sent to the charity of the families' choice.

11. If a spouse of an Auxiliary member passes away, flowers/plants or a check may be sent to the charity of the members' choice.

12. If the family of a deceased member or spouse wishes, a \$50.00 donation may be placed in a memorial scholarship or in the Department Scholarship Program.

13. If an Auxiliary member is in the hospital, a card will be sent.

14. The Unit will pay for rooms reserved for the Conference and Convention if able. The number of rooms reserved for the

Convention, held at the end of the year, will be decided two (2) months in advance or as soon as possible before the Convention.

15. Convention. The Unit officers will have first choice in attending, the Committee Chairmen will have second choice. The Juniors fall under the committees. A total of \$50.00 per day will be given to each member attending through the unit. Others may attend at their own expense.

16. Each year, if financially able, the Unit will purchase Unit guides for all officers and chairmen.

17. The Unit shall donate \$20.00 to the incoming District President at the time of installation for gas usage in the upcoming year.

18. Up to \$150.00 discretionary money will be available to the Unit President to make emergency purchases between meetings. These purchases and receipts will be presented at the next Auxiliary meeting.

19. The Christmas/Easter party: ages up to 10 years of age. All children must be related to a member of 103.

20. One Executive Committee member and 2 members from the membership will be responsible for the audit of the books. The audit will be completed 3 times a year.

These Standing Rules were read at the previous 3 meetings and have been approved at the regular Unit meeting held on

Nov. 1, 2022, DEC. 4, 2022, & JAN. 3, 2023

Karen N. Otto

Unit President

Robert Baier

Unit Secretary

James Scales Bocoy

Unit Constitution and Bylaws Chairman

Department Constitution and Bylaws Chairman

Date Approved _____