

**CONSTITUTION AND BYLAWS
OF
AMERICAN LEGION AUXILIARY
JENSEN BEACH UNIT 126, INC.
DEPARTMENT OF FLORIDA
P.O. BOX 126
JENSEN BEACH, FLORIDA 34958**

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 Jensen Beach Unit 126, Inc., Department of Florida.*

ARTICLE II – NATURE

Section 1: American Legion Auxiliary Jensen Beach Unit 126, Inc. is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2: American Legion Auxiliary Jensen Beach Unit 126, 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.

STANDING RULES

MEETINGS

1. A regular scheduled general meeting of American Legion Auxiliary Unit #126, Inc. shall be held on the third (3) Monday of each month and shall be called to order at 6:00 pm. There shall be no general meetings for the months of June, July and August.
2. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. Executive Committee meetings may be called by the President, three (3) members of the Executive Committee or upon written request of three (3) Unit members.
4. The Executive Committee meeting is open to any member in good standing for observation purposes only. The Executive Committee members reserve the right to invite any member or chairman to report and observe.
5. Smoking and drinking alcoholic beverages during Unit meetings is prohibited.
6. All members are expected to avoid discussion of Unit business or personalities in the Canteen.

DUES AND MEMBERSHIP

7. The annual Senior membership dues of the Unit shall be \$35.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$5.00 to include the Department and National per capita.
8. All Elected Officers dues, will be paid by the Unit and shall be transmitted to Department prior to installation along with the Unit bond fee as required by the Department of Florida.
9. All applications and transfers for membership shall be voted upon at the next regular meeting following the making of such application, and shall be at such meeting accepted, rejected or referred for further investigation and consideration. The vote on an application shall be oral. Applicants shall not be present during vote. All new membership applications for senior members must be voted on.

COMMITTEES

10. All Chairmen shall be appointed by the President with the exception of the Nominating Committee. In addition to the committees listed in the Bylaws, the Unit shall have:

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

B. An Audit Committee. An Audit will be required by a member assigned to the Unit by the Department of Florida for the Auxiliary fiscal years 2021-2022, 2022-2023, and 2023-2024. Thereafter, an Audit Committee shall be appointed by the Unit President for the purpose of auditing the books of the Treasurer. The Treasurer shall be present to answer questions only. No one on the Audit Committee shall have authorization to sign checks. Audits will be audited annually at the close of the term. In the event a Treasurer does not complete a term, the books will be audited before a new Treasurer commences duties.

C. Nominating Committee. A Nominating committee composed of 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 in order to be presented by this committee. The committee shall be formed no less than two (2) months prior to elections. The Nominating Committee will call for nominations at the March meeting and present the slate at the April meeting. Final nominations may be made from the floor prior to voting on the day of election. Any candidate absent at the meeting on the day of elections will be required to provide a letter in writing accepting the nomination prior to the meeting.

D. Additional Committees may include Auxiliary Emergency Fund, Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Poppy and Public Relations. Programs for the ensuing year will be chosen by the membership at the first Unit Meeting of the year.

11. Each Committee Chairman who is required to submit a year-end report to the corresponding District Chairman shall have such report to the Unit President by March 25th for submission to the respective District Chairman.

DELEGATES AND ALTERNATES

12. Delegates and Alternates to District Constitutional Conference shall be elected at a Unit meeting no more than thirty (30) days nor less than fifteen (15) days prior to District Constitutional Conference. Delegates and Alternates shall have priority in the order of their election.

13. Delegates and Alternates to Department Convention shall be elected at a Unit meeting not more than ninety (90) days nor less than fifteen (15) days prior to Department Convention. Delegates and Alternates shall have priority in the order of their election.

FINANCES

14. Unit Officers, consisting of President, 1st Vice President and Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.

15. The Treasurer will submit a financial report to the general membership at each general Unit meeting.

16. A separate accounting of general and Poppy Funds shall be maintained. The entire proceeds of Poppy distribution (after expenses allowed are deducted) shall be used for Rehabilitation of Veterans honorably discharged; the welfare of the families of veterans; for the rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in service hospitals; the welfare of veterans, active duty military personnel, and the families of veterans where medical need is evident.

17. 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.

18. The Treasurer will keep a record of all monies and receive, process or disburse all unit funds.

19. No loans may be made to anyone for any purpose.

20. A Blank check shall never be pre-signed.

DISBURSEMENT OF FUNDS

21. All distribution of funds must be as stated in the membership approved budget or have the approval of the membership at a general meeting. If for some reason the request for disbursement of funds must be decided prior to the next general meeting, the Executive Committee may vote on the disbursement and then bring the proceedings to the general membership for ratification at the next meeting.

22. Department quotas in the amounts stated by Department shall be paid at the first regular business meeting of the new Auxiliary year.

23. A gift of \$50.00 shall be presented to the District President at the time of installation.