

CONSTITUTION AND BYLAWS OF

American Legion Auxiliary

Lake Helen - Cassadaga Unit 127

109 Cassadaga Rd Lake Helen, FL 32744

February 21st, 2022

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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 the incidents of our associations in all wars; to inculcate a sense the sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes in the masses; to make right the masters of might; to promote peace and goodwill on earth; to safeguard and transmit to prosperity 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

Section 1: The name of this organization shall be The American Legion Auxiliary, Lake Helen-Cassadaga Unit 127, Department of Florida.

Article II - Nature

Section 1: The American Legion Auxiliary, Lake Helen-Cassadaga Unit 127, Department of Florida is a civilian patriotic service organization of men and women that supports the mission of the American Legion.

Section2: The American Legion Auxiliary, Lake Helen-Cassadaga Unit 127, Department of Florida, shall be nonpolitical and shall not be used for dissemination of partisan principals nor for any promotion of the candidacy of any person seeking public office or preferment.

Article III - Objective

Section 1: The objective of the American Legion Auxiliary, Lake Helen- Cassadaga Unit 127 Department of Florida shall be as stated in the Preamble of the Constitution.

Article IV – Eligibility

Section 1: Eligibility

- a) grandmothers, mothers, sisters, spouses and direct adopted female descendants of members of The American Legion; and
- b) grandmothers, mothers, sisters, spouses and direct adopted female descendants of all men and women who served in either of the following periods: April 6th, 1917 to November 11th, 1918; and any time after December 7th, 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 government's associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge;
- c) grandmothers, mothers, sisters, spouses and direct 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 6th, 1917 to November 11th 1918; and any time after December 7th, 1941: who served on active duty in the Armed Forces of the United States during their eligibility periods and died in the line of duty or after honorable discharge;
- d) to those of their own right are eligible for membership in The American Legion.

Section 2: There shall be two classes of memberships Senior and Junior.

- a) Senior membership shall be composed of members over the age of eighteen (18); provided, however, that a spouse under the age of eighteen (18) who is eligible under section one (1) of this article shall be classed as a Senior member.
- b) Junior membership shall consist of that age group under the age of eighteen (18) whose activity shall be supervised by the Senior membership. Upon reaching the age of eighteen (18), Junior membership shall automatically be admitted into the Senior membership with full privileges.
- c) 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, Second Vice President, Secretary Treasurer, Chaplin, Historian, and Sergeant at Arms who shall serve until their successors are duly installed or as otherwise provided. *Secretary can be elected or appointed.

Article VI - Executive Committee

Section 1: There shall be an Executive Committee which shall consist of the 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 present at the regular Unit meeting provided that the proposed amendments shall have been read at the previous meeting.

Section 2: This Constitution shall be automatically amended to conform to the National and Department Constitution 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 they succeeded.

Section 3: One-third (1/3) of the members of the Executive Committee shall constitute a quorum.

Section 4: A special meeting may be called by order of the President or on written or electronic request of at least three members of the Executive Committee. Uniform notice of such special meeting shall be given to all members of the Executive Committee; and except an extreme urgency shall be given at least forty-eight (48) hours in advance. At special meetings, only business specified shall be transacted.

Article II - Elections

Section 1: Election shall be held annually.

Section 2: Election shall be done by ballot if there is only one (1) person nominated for an office the ballot may be dispensed with and that nominee declared a winner.

Article III - Committees

See Standing Rules

Article IV - Dues

Section 1: Dues shall be paid annually or for life.

Section 2: A member failing to pay annual dues including the Unit, State and National Assessments by January 31st 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 delinquency shall automatically be 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.

Article V - Quorums

See Standing Rules

Article VI - Discipline

Section 1: For any violation of the Unit, Department or National Constitutions, or for conduct improper and prejudicial to the welfare of the American Legion Auxiliary or of the American Legion, any member may be expelled from the membership or any officer may be removed from office by two thirds (2/3) vote at a Unit meeting duly called for the purpose; that purpose said expulsion or removal to be binding only in the event that said member or officer shall have been at least a fifteen (15) day notice in writing by the Unit Secretary of the charges and the hearing thereon neither party may have the right to appeal the department Executive Committee, and their action thereon shall be final. The expenses of said appeal shall be borne by the appellant.

Section 2: No member or group of members shall subject this Unit to a liability without authorization of the Unit.

Article VII - Parliamentary Authority

Section 1: The Unit organization shall be governed by *Roberts Rules of Order Newly Revised* on all points not covered in the National and or Department Constitution and Bylaws.

Article VIII - 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 amendment shall have been read at a previous Unit meeting.

Section 2: Amendments not having been read may be adopted by the anonymous vote of the members present.

Section 3: This Constitution and Bylaws shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

STANDING RULES**RECEIVED MAR 30 ENT'D****Section 1: Officers**

- a) Duties of the **Unit President**: It shall be the duty of the President preside at all meetings of the Unit and the 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 she deems advisable; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for.
- b) Duties of the **Vice President**: The First and Second Vice President in the ordered named shall, when called upon, assist the President and in her absence, performed their duties, and shall succeed in their office in case of death, resignation, or removal.
- c) 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 keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as are directed by the President; to process the correspondence of the Unit to keep on file a comprehensive manner copy of all of the correspondence sent received; from such other duties as shall be required of her by the President.
- d) 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. Unit Treasurer shall maintain two (2) separate funds namely a General and a Poppy fund. All Poppy donations shall be placed in the Poppy fund and be used to assist the veteran and their children. Unit Treasurer shall keep an accounting of receipts and expenditures, making up report thereon, and such other reports as may deemed necessary by the Unit Executive Committee. Unit Treasurer's account shall be audited annually. Unit Treasurer shall pay all current bills before transferring all funds books and papers belonging to the Unit to her successor.
- e) Duties of the **Chaplain**: It shall be the duty of the Chaplain to offer a prayer opening and closing of hand to perform such other duties as the President may direct.
- f) Duties of the **Historian**: It shall be the duty of the Unit Historian to compile historical records of the Unit and to make report to the department.
- g) 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 2: Membership

- a) Where deemed necessary, a Recording Secretary, and/or a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.

- b) The office of the Secretary may be combined with that of a Treasurer and called "Secretary Treasurer".

Section 3: Dues

- a) The annual membership dues of this Unit shall be thirty-five dollars (\$35.00) for Seniors paid annually or for life and shall include the Department of National per capita the annual membership for Juniors shall be six dollars (\$6.60) paid annually until the age of eighteen (18).
- b) The regular meetings of the Lake Helen Cassadaga Auxiliary Unit 127 shall be held on the third (3rd) Monday of each month unless otherwise specified and shall be called to order at 7:00 p.m. All members may attend meetings and fully participate in attendance in-person or via electronic means.
- c) An annual meeting of this Unit shall be held not more than ninety (90) days nor less than fifteen (15) days each year for the purpose of electing officers and receiving annual reports.
- d) Special meetings of this Unit may be called by the President or by a majority of the Executive Committee, or upon written, or electronic request of the members of the Unit.
- e) Three (3) members shall constitute as a quorum at any meeting of the Unit.
- f) Election may be made by a voice vote if there is only one (1) candidate; but where there is more than one (1) candidate for the same office, the election shall be made by ballot and the majority of votes cast shall be necessary to elect. Elections shall be held in no more than ninety (90) days less than fifteen (15) days prior to the Department Convention.
- g) Delegates and alternates to the 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.
- h) All officers and Executive Committee member shall be elected annually at a meeting duly called for that purpose the Secretary may be either elected or appointed according to the Unit Bylaws.
- i) 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.
- j) A Nominating committee composed of three (3) members shall be elected for the purpose of presenting a slate of Unit officers for the insuring year.
- k) An Auditing committee composed of three (3) 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.

l) Transfer membership from one (1) Unit to another in the Department of Florida shall be upon application of the member to, and acceptance by the other Unit income in conformity with National and Department Constitutions and Bylaws.

m) These Standing Rules may be amended by two-thirds (2/3) vote of the members present at a regular Unit meeting, or if notice has been given by a majority vote.

These Constitution Bylaws and Standing Rules were read and approved at the regular scheduled meeting held on February 21st, 2022.

Daisy Russell

Daisy Russell, Unit President

Von Russell

Von Russell, Unit Vice President

Kelly A. Frasca

Kelly Frasca, Unit Second Vice President

Von Russell

Von Russell, Unit Secretary

Victoria Loeffler

Victoria Loeffler, Unit Treasurer

Mary D Roberts

Mary Roberts, Unit Chaplain

Mary Jane Taylor

Mary-Jane Taylor, Unit Historian

Kelly A. Frasca

Kelly Frasca, Unit Sergeant-at-Arms

Kelly A. Frasca

Kelly Frasca, Unit Constitution and Bylaws Chairman

3-27-2022

Date

APPROVED:

Department Constitution and Bylaws Chairman

Date

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