CONSTITUTION AND BYLAWS OF
AMERICAN LEGION AUXILIARY
OCEAN BEACHES UNIT 129, Inc.
DEPARTMENT OF FLORIDA
1151 SOUTH 4th STREET
JACKSONVILLE BEACH, FLORIDA
32250
MARCH 5, 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, Ocean Beaches Unit 129, Inc., Department of Florida.*

ARTICLE II – NATURE

Section 1: American Legion Auxiliary Auxiliary Ocean Beaches Unit 129, Inc. is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2: American Legion Auxiliary Ocean Beaches Unit 129, 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 III - OBJECT

The object of the American Legion Auxiliary, Ocean Beaches Unit 129 Inc., Department of Florida, shall be as stated in the Preamble to the Constitution.

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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 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.

(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.

ARTICLE V – UNIT OFFICERS

Section 1: The Unit shall elect annually a President, First Vice President, Second Vice President, Secretary*, Treasurer, Chaplain, Historian, 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 the officers. *Secretary is an appointed position.

ARTICLE VI – EXECUTIVE COMMITTEE

There shall be an Executive Committee, which shall consist of all 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 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.

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 on the Executive Committee, from 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 succeeded.

Section 3: A majority 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 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 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 Vice President – The First and Second Vice Presidents, in the order named, shall, 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 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; and 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 of the office 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 belonging to 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 the Veteran and his/her 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 the Historian – It shall be the duty of the Historian to compile the 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 meeting 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 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, 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 may 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, Ocean Beaches, Unit 129, Inc. shall be held as stated in the Standing Rules. An Executive Committee meeting 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 as 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 that 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. Alternates shall have priority in the order of 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 be upon application of the member to, and acceptance by, the other Unit, 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 may be 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 have been given at least fifteen (15) days' notice in writing by the Unit Secretary of the charges and the hearing thereon. 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, or 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 not 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 the unanimous vote of the 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 UNIT MEETING ON March 5, 2020

x Mary Pannowska
Unit President

Kathy Jewell
Unit Secretary

x Judy Moody
Unit Constitution and Bylaws Chairman

x Carlene McMullen
Department Constitution & Bylaws Chairman

APPROVED 6/2/2020
Date Approved

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STANDING RULES OF
UNIT 129—OCEAN BEACHES
AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA
1151 SOUTH 4th STREET
JACKSONVILLE BEAH, FLORIDA 32250
MARCH 5, 2020

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1. The regular scheduled meeting of American Legion Auxiliary Ocean Beaches Unit 129 , Inc. shall be held on first Thursday of each month, unless otherwise specified and shall be called to order at 7:00 pm..

2. Seven (7) members of this Unit 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 to include Department and National per capita. However, Senior members can be known as "Early Birds" if they pay their dues of $30.00 prior to November 11. The annual dues of the Junior membership shall be $5.00 to include the Department and National per capita.

4. In addition to the Core Committees listed in the Bylaws, the Unit President shall form additional committees as needed.

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

6. The office of Secretary may be combined with that of Treasurer and called "Secetary – Treasurer."

7. At the time of election of Officers, in the event that there is only one candidate for each office, the President shall take a vote of the membership present an "all in favor", and "all unopposed" vote will be deemed effective.

8. No alcohol will be allowed in a Unit or Executive Committee meeting.

9. No smoking will be allowed in a Unit or Executive Committee meeting.

10. No smoking will be allowed in the Auxiliary office or Auxiliary meeting room.

11. Anyone attending a Unit or Executive Committee meeting while intoxicated and who becomes disruptive will be politely asked to leave the meeting.

12. The word "donation" will be used on all signs and money making projects.

13. The Unit may purchase Poppy cans each year. Only these cans will be allowed for collection of donations for Poppies.

14. Unit elected officers, consisting of the President, Treasurer, 1st Vice and Membership shall sign the bank signature card. Any two (2) of the above four (4) signatures are needed to sign the checks.

15. All members responsible of Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.

16. Each officer shall turn over all records, monies, keys and pins that belong to the Unit to his/her successor at the installation of officers for the New Year.

17. Officers shall be installed at an official installation meeting to be held in July. The date to be set by the American Legion.

18. A nominating Committee composed of three (3) members shall be elected for the purpose of presenting a slate of officers for the ensuing year.

19. An audit committee composed of three (3) members, shall be elected by the executive committee 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.

20. At the beginning of each year a Budget Committee composed of three (3) members shall be elected by the members for the purpose of presenting a budget for the ensuing year. The budget can be amended during the year if necessary and such changes must be voted on by the general assembly

21. The Unit as agreed to give the President said amount up to but not to exceed $250.00 in any month to be used at his/her discretion for an unforeseen expenditures that he/she may deem necessary for the betterment of the Unit without the membership approval, however he/she must at the next regular scheduled meeting make a complete report to the general membership.

22. Any member who wants to attend Department Convention as a Delegate each year and enjoy an allowance for expenses must qualify under the following regulations as follows:

    - The number of delegates should not be restricted as long as if is financially feasible to allow each delegate $100 per night.
    - Those members desiring to be delegate should volunteer in planning or participating in 75 hours of Auxiliary activities during the year. These volunteer hours must be documented on standard Volunteer forms and turned into the President.
    - Delegates should attend 9 out of 11/12 Auxiliary meeting annually, unless excused from this requirement by the President and or Executive Committee. Notification must be made to the President or member of the Executive Committee prior to meeting. Excused absences shall not exceed three (3) meetings.
    - Each delegate will give an oral report of activities at the Convention to the Auxiliary members and what they gained from the convention.
    - Each delegate attending the Convention must be present at the opening roll call of our unit, be present for all voting and attend the closing ceremony to be eligible to receive financial assistance for that day.
    - $100 will be deducted for each day that the delegate does not attend any of the above events.
    - Any delegate that is required to attend a meeting on Wednesday or Thursday before noon and has to stay Tuesday or Wednesday night will be paid an additional $100 per night.

23. Any Auxiliary Officer or Committee chairman that wants to attend the Department Fall conference each year and enjoy an allowance for expenses must qualify unter the following regulations as follows:

- The number of members should not be restricted as long as it is financially feasible to allow each member $100 per night.
- These members should volunteer in planning or participating in 75 hours of Auxliary activities during the year. These volunteer hours must be documented on standard forms and turned into the President. Members should attend 9 of our 11/12 Auxiliary meetings annually, unless excused from this requirement by the President and or Executive Committee. Notification must be made to the President or member of the Executive Committee prior to meeting. Excused absences shall not exceed three (3) meetings.
- Each member must attend 2-3 workshops per day and give an oral report to the Auxiliary members at the next scheduled general assembly meeting.
- Each member must attend the opening and closing of the fall conference to be eligible to receive financial assistance for that day.
- $100 will be deducted for each day that the member does not attend the opening, closing or the workshops

24. All past presidents that are in good standing will be invited to all Executive Committee meetings and will have a vote. Their presence does not go toward meeting a quorum.
    - If a Past President holds an elective office position, he/she can only use 1 vote.

25. Duties of the Vice Presidents:
    - First Vice President: Collection and disbursement of volunteer hours, mileage, monies donated and in-kind donations for mid and year end reports. He/She will also assist the President complete any reports that are not completed by chairmen

26. Duties of second Vice President:
    - Kitchen Manager – Coordinate our monthly dinners, special dinners, and steak bingo. He/she will need a health certificate. He/She will also ensure for any Auxiliary dinner there will be at least one (1) person on file with a health certificate.

27. Special Bingo chairmanship to be appointed by the President
    - Ensure the volunteers are scheduled for each bingo event and holds training as needed.
    - Ensure that supplies are ordered as necessary

Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting, or if notice has been given, by a majority vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR OUR REGULAR UNIT MEETING ON: March 5, 2020

x Mary Tarnowski
Unit President

Kathy Jewell
Unit Secretary

x Judy Moody
Unit Constitution and Bylaws Chairman

APPROVED

x Carlene McMullen
Department Constitution & Bylaws Chairman

6/2/2020
Date Approved

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