

**CONSTITUTION AND BYLAWS
OF THE
AMERICAN LEGION AUXILIARY
SAULS-BRIDGES UNIT 13, INC.
DEPARTMENT OF FLORIDA
P. O. BOX 3974
TALLAHASSEE, FLORIDA 32315**

January 12, 2023

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 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, Sauls-Bridges Unit 13, Inc., Department of Florida.

ARTICLE II – NATURE

Section 1: The American Legion Auxiliary Sauls-Bridges Unit 13, Inc. is a civilian patriotic service organization that supports and advocates for veterans, active military, and their families and supports the mission of the American Legion.

Section 2: The American Legion Auxiliary Sauls-Bridges Unit 13, Inc. shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles nor any promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III – OBJECT

The object of the American Legion Auxiliary, Sauls-Bridges Unit 13, 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 and 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.*

*A woman who is eligible for American Legion membership is eligible to join the American Legion Auxiliary regardless of whether or not she is a member of The American Legion. However, eligibility of her female relatives (sister, mother, direct descendants), and/or spouse depends upon her 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 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) 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.

ARTICLE V – UNIT OFFICERS

The Unit shall elect annually a President, Vice President, Secretary, Treasurer, Chaplain, Historian, and Sergeant-at-Arms who shall serve until their successors are duly elected or as otherwise provided.

ARTICLE VI – EXECUTIVE COMMITTEE

There shall be an Executive Committee, which shall 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 year.

ARTICLE VII – FISCAL YEAR

The fiscal year shall be the same as that of the Department, July 1 – June 30.

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 Unit meeting or distributed to members prior to the 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 they succeed.

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 the President deems 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 Vice President shall, when called upon, assist the President and in the President's absence, perform duties and shall succeed in office in case of death, resignation, or removal.

Section 3: Duties of the Secretary – It shall be the Secretary's duty to receive and answer official mail under the direction of the President; to keep on file, comprehensively, copies of all correspondence sent and received; and to send and give notice of all meetings. It shall be the Secretary's duty to record the proceedings and transactions of all Unit meetings; and 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 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: 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 receipts and expenditures, making an annual report thereon and such other reports as 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 opening and closing of each meeting, and perform such other duties as directed by the President, and to notify the Department of any deceased members monthly.

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 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 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.

Section 3: Membership dues shall be paid annually or for life and shall include the Department and National per capita.

ARTICLE IV – UNIT MEETINGS

Section 1: The regular scheduled meeting of American Legion Auxiliary, Sauls-Bridges Unit 13, 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 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 – ELECTIONS

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 and Youth, Constitution and Bylaws, Membership, National Security, Audit, Veterans Affairs and Rehabilitation, and 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 the National 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 or distributed to members prior to the 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 A REGULARLY SCHEDULED UNIT MEETING ON JANUARY 12, 2023.

Approved by -

Ivelle Hewitt, Unit President
Constitution and Bylaws and Standing
Rules Committee Chair

Marjorie McNeill, Constitution and
Bylaws and Standing Rules Committee
Secretary


Date Reviewed and Approved

**AMERICAN LEGION AUXILIARY
SAULS-BRIDGES UNIT 13, INC.**

STANDING RULES

1. MEETING

- A. The Regularly scheduled General Membership meeting shall be held on the Second Thursday of each month at 7:00 p.m.
- B. The Executive Committee meetings will be held within seven (7) days prior to each regularly scheduled General Membership meeting.
- C. A minimum of seven (7) members shall constitute a quorum at Unit General Membership meetings.
- D. Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written request by three (3) Unit members.

2. OFFICERS

- A. The Unit shall annually elect a President, Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, and three (3) Members-at-Large who shall serve until their successors are duly elected or as otherwise appointed.
- B. Additional Officer Duties:
 - i. Vice President: The Vice President will serve as the Membership Chairman during the term. The Vice President will work with the Treasurer as the Treasurer directs.
 - ii. Treasurer: The Treasurer will serve as the Poppy Chairman.
- C. No member may run for more than one office concurrently, nor shall any officer hold two offices concurrently.
- D. Installation of officers may be concurrent with American Legion Post 13.

3. EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of President, Vice President, Treasurer, Secretary, Historian, Chaplain, Sergeant-at-Arms, and three (3) Members-at-Large.
- B. The Executive Committee will work with the Budget Committee to create an annual budget.
- C. Should an emergency arise, the Executive Committee shall authorize all expenditures up to \$200.00 (per event) between meetings with the approval of a quorum of the Executive Committee and shall report at the next General Membership meeting. A quorum shall constitute five (5) members.

4. NOMINATING COMMITTEE

- A. Nominating Committee composed of 3 members shall be elected by the General Membership one hundred twenty (120) days before Department Convention. The purpose of the Nominating Committee is to present a slate of officers for the ensuing year. The committee shall have the permission of each candidate for office to be

presented.

- B. All nominations, by committee or from the floor, shall be accepted only at the regularly scheduled General Membership meeting one month prior to the election.

At the next regularly scheduled General Membership meeting, the Nominating Committee shall present a slate of nominees. Nominations may be made from the floor and closed at that meeting with a majority vote by the General Membership in attendance.

- C. Election Tellers are appointed by the President and cannot be a nominee or a current officer.

5. AUDIT COMMITTEE

- A. The President shall appoint an Audit Committee consisting of three (3) members; the committee meets annually to perform financial audits. In addition, the Treasurer assists with records and supporting documentation.
- B. Each audit shall include bank statements, checkbooks, receipts, minutes, and budget for a complete audit. Including all items of monetary value stored in the Unit safe.
- C. Any person with check signing privileges is excluded from the Audit Committee.

6. BUDGET COMMITTEE

The Budget Committee shall consist of the Unit Treasurer, Executive Committee members, and all committee chairmen. The Unit budget should be presented for approval no later than the regularly scheduled General Membership meeting in September.

7. DUES

- A. The annual Senior Membership dues of the Unit shall be \$45.00 to include Department and National per capita.
- B. The annual Junior Membership dues of the Unit shall be \$5.00 to include Department and National per capita.
- C. Any new member accepted into membership from April 1 through June 30 shall pay a one-time prorated membership dues consisting of Department and National per capita; hence, the Unit waives its portion for this period. All future dues shall be paid at the current Unit rate.

8. SIGNATURES FOR CHECKS

Signatures of the President, Treasurer, Vice President, and Secretary shall be recorded at the bank. Two of these signatures are required on all checks per Department and National bonding regulations. Under no circumstance is an authorized signer allowed to sign any check when they are the payee.

9. REIMBURSEMENTS

- A. All requests for reimbursements must be submitted to the Unit Treasurer within 60 days of the expenditure and must include all receipts attached to a completed and signed official Unit reimbursement form. Reimbursements **not** turned in within 60

days will be considered a donation, and a donation receipt will be provided upon request.

- B. Submit the original receipt plus one copy.
- C. Unit items must be purchased separately from personal items.
- D. All expenditures must be pre-approved and must have a monetary cap. If the cap is exceeded, the excess expenditure will be reported at the next regular meeting, and the General Membership must approve the additional spending.

10. DONATIONS

All monetary donations received by the Unit for a specific project or event shall be given to the Treasurer. The appropriate chairman will be notified of the donation.

11. AUTOMATIC PAYMENTS

The Unit Treasurer will pay all fees needed to maintain compliance with federal and state requirements. The Unit's general operating costs will be paid routinely by the Treasurer according to the approved budget. All expenditures will be reported at the next General Membership meeting.

12. CONTINUOUS SERVICE PINS

- A. The Unit will purchase Continuous Service Pins for members that achieve 20 years of service and above.
- B. Any person who wishes to receive Continuous Service Pins in the 5, 10, or 15 years may purchase them personally.

13. CORRESPONDENCE:

All correspondence shall be sent to the Unit's official mailing address:
Post Office Box 3974, Tallahassee, FL 32315

14. ROSTER

Only the President, Vice President, Secretary, Treasurer, and Chaplain shall receive the membership roster per the National's privacy protection of unit members.

15. KEYS

Appropriate officers shall be provided the necessary keys. At the end of the term, each officer shall return said keys to the incoming Unit President. If a key is lost, the officer shall notify the Unit President immediately, request a replacement, and pay the cost of a replacement key.

16. TRANSFER OF RECORDS

Each outgoing officer and chairman shall transfer all Unit records to the incoming officer assuming duties of the office, including all possessions related to the responsibilities, including but not limited to written, digital, or electronic form, no later than the successor's effective date of official duty.

17. PASSWORDS AND COMBINATIONS

All Unit 13 online accounts and the Auxiliary safe shall be the property of Unit 13. Thus, all passwords for Unit 13 are provided to the Unit's President, Vice President, Secretary, and Treasurer. Whenever the safe is accessed, the sign-in, sign-out sheet must be completed. Passwords and safe combinations shall be changed after each election.

18. FUNDRAISER PROCEEDS

- A. All currency collected during fundraisers must be promptly turned over to the Treasurer in the form as collected. Personal checks will not be accepted as a replacement for the collected currency. (This does not apply to a member's donation, which may be made by check.) If the Treasurer is unavailable, arrangements for a substitute must be made in advance or as soon as possible. The Treasurer will notify the President who is assuming the responsibility of the funds.
- B. The General Membership will designate funds from all events/fundraisers to a specific fund.

19. MISS POPPY

Miss Poppy may be selected annually. The Unit will provide a tiara and sash for Miss Poppy; Miss Poppy will provide her appropriate dress and shoes. She will make a presentation at the annual Post 13 Veterans Day activities. At the end of her reign, Miss Poppy may keep her sash but return the tiara to the Unit for use by her successors.

20. GIRLS STATE

Participation in the Girls State program is essential to the Unit. The Unit will financially support Girls State delegates, including their registration fee and any other associated costs.

21. ANNUAL DEPARTMENT PRESIDENT'S VISIT

Unit 13 will host an annual Department President's visit. If the event is held at a restaurant, Unit 13 will pay for the meals of the current Department, District 2, and Unit 13 Presidents in attendance.

22. ADMINISTRATIVE COPIES

Costs for administrative copies for the Executive Committee and General Membership monthly meetings require prior Executive Committee and General Membership approval. Reimbursement guidelines will be followed.

23. PROSPECTIVE MEMBERS

The prospective member shall be allowed to attend one meeting prior to the application being accepted.

24. FALL CONFERENCE AND DEPARTMENT CONVENTION

- A. The President shall automatically be a delegate to the Fall Conference and Department Convention. All remaining delegates and alternates to Department

Convention shall be elected from the membership.

- B. Reimbursement for delegates attending the Fall Conference and Department Convention shall be consistent with the Florida Department American Legion Auxiliary policies and procedures.

25. PAST PRESIDENT RECOGNITION

A nameplate shall be purchased for each Unit President at the end of the term and added to the American Legion Auxiliary Past Presidents' Plaque.

26. ELECTRONIC COMMUNICATION

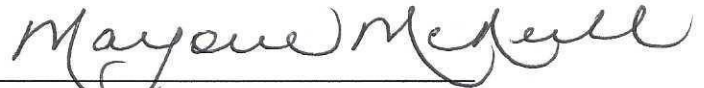
General Membership and Executive minutes will be electronically transmitted to members. Meetings may be held using any electronic media or mobile device. Unit 13 will use its email account and social media as applicable to communicate important information to the General Membership.

THESE STANDING RULES WERE READ, VOTED ON, AND APPROVED BY A TWO-THIRDS VOTE OF THE ATTENDING MEMBERS OF ALA SAULS-BRIDGES, UNIT 13, AT A REGULAR UNIT MEETING ON JANUARY 12, 2023.

Approved by -



Ivelle Nell Hewitt, Unit President
Constitution and Bylaws and Standing
Rules Committee Chair



Marjorie McNeill, Constitution and Bylaws
and Standing Rules Committee Secretary



Date Reviewed and Approved