

Constitution and Bylaws
Town and Country Memorial Unit 152 Inc.
Department of Florida 11211 Sheldon Rd
Tampa, FL 33626
October 2022

CONSTITUTION

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 association 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.

ARTICLE I - NAME

Section 1: The name of this organization shall be American Legion Auxiliary, Town & Country Memorial, Unit 152 Inc., Department of Florida.

ARTICLE II -NATURE

- Section 1 : The American Legion Auxiliary, Town and Country Memorial Unit 152 Inc. is a civilian patriotic service organization that supports the mission of the American Legion
- Section 2: The American Legion Auxiliary, Town and Country Memorial Unit 152 Inc. shall be non-political and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III- OBJECTIVE

Section 1 : The objective of the American Legion Auxiliary, Town & Country Memorial, Unit 152 Inc., Department of Florida, shall be as stated in the Preamble to the Constitution.

ARTICLE IV –ELIGIBILITY

- Section 1. Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion, and to the 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 any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to the date of cessation of hostilities as determined by the Government of the United States; all dates inclusive, or who being citizens 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 any of said periods, and died in the line of duty or after honorable discharge; and to those who of their own right are eligible for membership in The American Legion.
- Section 2: There shall be two (2) classes of membership, senior and junior.
- a. Senior membership shall be by that group composed of members over eighteen (18) years of age; provided, however, that a spouse under the age of eighteen years (18), who is eligible under Section 1 of the article, shall be classified as a senior member.
 - b. Junior membership shall consist of that group 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 be automatically admitted to 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, Treasurer, Chaplain, Historian, Sergeant-at-Arms, and three (3) executive members at large. They shall assume the duties of their respective office upon being installed. Secretary shall be appointed by the President-Elect immediately following the election of officers.

ARTICLE VI - EXECUTIVE COMMITTEE

- Section 1: The Executive Committee shall consist of the Unit Officers, immediate Past President and three (3) members at large elected by the Unit.

ARTICLE VII - FISCAL YEAR

- Section 1: The fiscal year shall be July 1st through June 30th as specified by Department

ARTICLE VIII -AMENDMENTS

- Section 1: This Constitution may be amended by a two-thirds (2/3) vote of the members present at a General Membership meeting.
- Section 2: Amendments not having been read previously, may be adopted by the unanimous vote of the members present.
- Section 3: The Constitution shall be automatically amended to conform to the National and Department Constitution and By-Laws and Standing Rules of the American Legion Auxiliary.

BYLAWS

ARTICLE I EXECUTIVE COMMITTEE

- Section 1: Between meetings, the government and management of this Auxiliary Unit shall be entrusted to the Executive Committee, and all proceedings of said committee shall be presented to the Unit at the next general meeting for approval.
- Section 2: A vacancy existing in the Executive Committee, from any cause other than the expiration of term, shall be filled by the recommendation of the Committee and ratified by the members. The member who is recommended and ratified shall hold office for the unexpired term of the member whom they succeed and all their chairmanships and duties.

ARTICLE II - DUTIES 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 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 they deem advisable; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for. It shall also be the duty of the Unit President to complete all Department required reports for chairmanships to which there is no chairman assigned.
- Section 2: Duties of the First Vice President: The First Vice President shall, when called upon, assist the President and in their 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 record the proceedings of all the meetings of the Unit; to act as custodian of all 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 in a comprehensive manner copies of all the correspondence sent and received, and perform such other duties as shall be required by the President.

- Section 4: 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 said money. 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 Veterans and his/her children. The Treasurer shall keep an accounting of the receipts and expenditures, making a monthly and annual report thereon, and such other reports as may be deemed necessary by the Unit Executive Committee. Their accounts shall be audited annually. They shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to their 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, to notify Department of any Unit Members deaths within 30 days of the unit being notified of said death, and to perform such other duties as the President may direct.
- Section 6: Duties of the Historian: It shall be the duty of the Unit Historian to compile historical records of the Unit and to make a year-end report to 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, perform such other duties as may be requested by the President.

ARTICLE III- DUES

- Section 1: The annual Senior dues of the Unit shall be as stated in the Standing Rules which shall include Department and National per capita. The annual dues of the Junior membership shall be as stated in the Standing Rules to include Department and National per capita
- Section 2: Any 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 delinquency, shall automatically be dropped from the rolls and may be reinstated only by paying all 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 Town and Country Memorial American Legion Auxiliary Unit 152, 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 the Unit that shall constitute a quorum at any regular scheduled meeting 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.
- Section 4: In the event of an emergency, where an in-person meeting cannot be held, nominations and elections may be held electronically or via a drive through voting station.

ARTICLE V - ELECTION

- Section 1: Elections shall be held annually. To participate in the election of the Unit Offices, a member shall have paid dues for the current fiscal year within which the election is held. The annual Elections of this Unit shall be held the First Saturday of May each Year or in conjunction with the post home elections. The Department Constitution provides that the elections of Unit Officers must occur not more than 90 days, nor less than 15 days prior to the Department's Annual Convention. In the event that the First Saturday of May does not occur within the 90 days, nor less than the 15 days prior to the Department's Annual Convention, the Annual Elections of the Unit shall be rescheduled to comply with the Department Constitution. The membership shall be notified of the new date not less than 90 days prior to the rescheduled date of the Annual Elections of the Unit.
- Section 2: Elections shall be by ballot, a write in space shall be on each ballot and a majority of the votes cast shall be necessary to declare a winner. All ballots to be destroyed after counting,
- Section 3: All Officers and Executive Committee members shall be elected at a meeting duly called for that purpose. Meeting shall be held within the time frame of that of Department as stated in Standing Rules,
- 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, Veteran 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, State or National Constitution, or conduct improper and prejudicial to the welfare of the Auxiliary, or of the American Legion, any member may be expelled from membership or any officers removed from office by two-thirds (2/3) vote at a General meeting duly called for that purpose, said expulsion or removal to be binding only in the event said member or officers shall have been given at least fifteen (15) days' notice in writing by the Unit Executive Committee of the charges and the hearing thereon. Either party may have the right to appeal to the Department Executive Committee, or their action thereon shall be final. The expense of said appeal shall be borne by the appellant.

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

ARTICLE IX - PARLIAMENTARY AUTHORITY:

Section 1: The Unit organization shall be governed by "Robert's Rules of Order, Newly Revised," on all points not covered by this Constitution and By-Laws.


ARTICLE X - AMENDMENTS

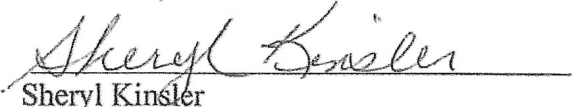
Section 1: These Bylaws may be amended by a two-thirds (2/3) vote of the members present at a General meeting.

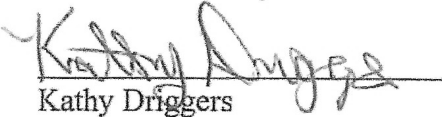
Section 2: Amendments not having been previously read may be adopted by the unanimous vote of the members present.

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

THESE CONSTITUTION AND BYLAWS WERE READ, VOTED UPON AND APPROVED AT
OUR REGULAR MEETING ON THIS 22ND DAY OF September 2022.


Joann Lathers
Unit 152 Secretary


Sheryl Kinsler
Unit 152 Chairman Constitution and Bylaws


Kathy Driggers
Unit 152 President

STANDING RULES
Town and Country Memorial Unit 152

1. The annual dues of this Unit shall be forty five (\$45.00) Dollars for seniors, and junior dues shall be five (\$5.00) Dollars which shall include the Department and National Per Capita.
 - a. Gold Star Parents and Honorary member's annual dues shall be paid by the Unit. As a courtesy to a veteran who is eligible, their dues will be the current per capita required by National and Department.
2. The General meetings of this Unit shall be held on the fourth Thursday of each month with the exception of November due to a National Holiday, a special meeting may be called as necessary. The general meeting shall be called to order at 7:15 p.m.
3. The Executive Committee shall meet on the Fourth (4th) Thursday of each month at 6:30 PM. Four (4) members of the Executive Committee shall constitute a Quorum.
4. Seven (7) members shall constitute a quorum at any General meeting of the Unit.
5. To be eligible for an officer nomination, the member of Unit 152 must be in good standing.
6. A nominating committee composed of three (3) members shall be elected in the Month of February for the purpose of presenting a slate of Unit officers for the ensuing year.
7. Nominations for Unit Officers and Executive Committee members will be held in the months of March and April at the general meetings, where nominations from the floor will also be accepted.
8. Elections shall be by ballot, a write in space shall be on each ballot and a majority of the votes cast shall be necessary to declare a winner. All ballots to be destroyed after counting,
9. An Election Committee, which consists of (3) three members, shall be elected at the April meeting after the final nominations have been read. The duties of the Election Committee are to be present during the Elections to ensure all members that vote are in good standing and membership dues are up to date. Upon the completion of Elections, the Committee will then count the ballots and post the winners accordingly in the post home lounge.
10. Unit Officers shall be installed after Department Convention and coincide with that of the American Legion Post 152 and shall enter upon their duties immediately. However, if prevailing circumstances arise an installation of officers will not be necessary, and the incoming officers will be effective July 1 of said year.

11. Any Unit officer not attending three (3) meetings in a year can be asked if they would like to step down from the position.
12. A Risk and Compliance committee composed of three (3) members, not to include the incoming or outgoing Treasurer or any incoming or outgoing check signers, 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 at the next general meeting.
13. Unit Budget; Any line-item expense due for payment prior to the annual budget approval process shall be paid from the immediate previous year as approved by membership. Any overage in the amount due for payment will be brought to the attention of the membership at the next scheduled general meeting.
14. A budgeting committee composed of three (3) members shall be appointed by the Unit President, after the Audit Committee gives its report to the unit, for the purpose of setting a budget for the general membership's approval for the upcoming year. The incoming Treasurer shall be one (1) of the three (3) members chosen.
15. Year-end reports shall be made by the chairman of each committee in written form to the Unit President and to the respective District Chairman no later than April 1st, and any other report that may be required or requested by the Unit, District or Department. These committees may be combined, but if combined, separate reports shall be made to the District and Department chairman. If there are any vacancies in any chairmanships it is the responsibility of the Unit President to complete said reports.
16. Delegates and Alternates to the District Constitutional Conference shall be elected at the general meeting preceding the date of such District Conference. Delegate strength shall be based on membership shown by Department Membership Bulletin issued at least ten (10) days before such Conference.
17. Representatives to the Fall Conference shall be the President and Secretary. Should the President and/or Secretary not be available to attend Fall Conference up to two (2) members may be nominated and elected as unit representatives for Fall Conference. The representatives must be a member in good standing, having attended 5 general meetings in the past year and be nominated at a General Membership meeting. A verbal report of the Conference activities is required at the next scheduled general meeting. The Unit will pay each Representative up to one hundred and fifty dollars (\$150.00) per day toward expenses for each Conference provided funds are available. Should the representatives hold an office outside of the unit such as at the district or department level the unit will not reimburse the representative for any expenses.
18. Delegates to the Department Convention shall be the President, President-Elect, Secretary, and Secretary Appointee, plus delegates elected by the membership to fill the Unit quota as set by Department. Delegates elected must be active and attend Auxiliary meetings at the Convention. A verbal report shall be made to the general membership at the next general meeting.

19. The Unit will pay Delegates registration fees to Department Convention. In addition, the Unit may pay delegates a per diem per day not to exceed one hundred and fifty dollars (\$150.00) per day. In order to be eligible for the per diem delegates must be a member in good standing, having attended 5 general meetings in the past year, not hold an office higher than district and be nominated at a General Membership meeting. Payment is made in the amount of \$75.00 per day for each session attended, i.e., morning session and afternoon session when staying overnight. These sessions must be attended in their entirety. The unit may pay delegates a per diem not to exceed seventy-five (\$75.00) when attending the general session meeting and/or breakout meetings but not spending the night. The payment for per diem will be made at the first general meeting after the convention, provided funds are available and a verbal report is made to the general membership. Department officers shall be automatically elected as a delegate but will not be eligible for per diem.
20. Upon the recommendation of the Executive Committee, an Honorary Membership may be presented to a member who has been a member for at least 15 years, and has served in the capacity of at least three (3) committee chairmanships, held at least three (3) elected offices, one (1) of which is office of Unit President; attended Unit meetings and District meetings, Schools of Instruction, Department workshops, conferences and conventions and who has volunteered kitchen duty.
21. Upon the death of a member of Unit 152, ten dollars (\$10.00) will be sent to the Department Memorial Scholarship Fund in their memory, and the family notified of this action.
22. A Past President's pin shall be given to all presidents retiring from office other than for arbitrary resignation and a President's Pin to the newly installed president.
23. Any request for money over twenty-five dollars (\$25.00) by a Unit Chairman that is not in the Unit Budget must be presented to the General Membership at a regular Unit meeting. Any request for funds made by the American Legion, Sons of the American Legion, or American Legion Riders must be made to the Auxiliary President, who then must present to the Executive Committee for recommendation to the General Membership for voting.
24. All proceeds from dinners shall be applied to the General Fund. The exception to this is when there is a fifth Wednesday night; the proceeds shall be applied to the Children and Youth account.
25. Transfer \$100.00 per month from General Fund into the Girls State reserve account not to exceed \$1,200.00 from General Fund per ALA calendar year.
26. Transfer \$200.00 per month from General Fund into the Charities reserve account not to exceed \$2,400.00 from General Fund per ALA calendar year.

27. Fundraising for all programs, excluding Children and Youth:
 - a. Two (2) ALA Bingo night dinners per ALA calendar year
 - b. One (1) ALA Steak Shoot day per ALA calendar year
 - c. Two (2) additional dinners on any other available night cleared through the Post 152 Entertainment Committee.
 - d. **For Children and Youth**
 - i. All Fifth (5th) of the month Wednesday dinners per ALA calendar year
 - ii. One (1) ALA Steak Shoot day per ALA calendar year
 - iii. Two (2) additional dinners on any other available night cleared through the Post 152 entertainment committee
28. Two (2) raffles per program (identified below) per ALA calendar year not to exceed 30 days per raffle cleared through the Post 152 2nd Vice Commander, and must meet the following requirements:
29. Number of items per raffle is unlimited
30. Raffles must include pre-printed tickets including
 - a. Program
 - b. Prize
 - c. Cost per ticket
 - d. Date of drawing
 - e. Examples of raffles include baskets, State of Florida Lottery Scratch Offs, television sets, grills, etc.

Protocol for baskets:

- Must be covered in cellophane
- Must NOT include physical bottles of alcohol- if so, they must be wrapped
- Empty bottles, pictures of bottles or any simulated looking bottles are permitted
- Listing basket contents is also appropriate

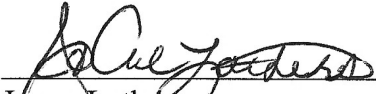
Programs


- Auxiliary Emergency Fund
- Americanism
- Community Service
- Children and Youth
- Education
- Girls State
- Juniors
- National Security
- Past President Parley
- Poppies
- Veterans Affairs and Rehabilitation

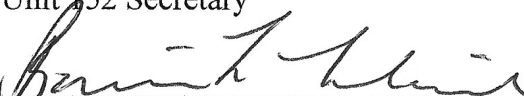
31. Proceeds from the Sunday breakfast, if any held, shall be applied to the General Fund. The exception to this is when there is a fifth Sunday; the proceeds shall be applied to the Past Presidents Parley account.
32. The Unit President shall have a one hundred dollar (\$100.00) per Auxiliary calendar year discretionary fund.
33. A Unit Email Account, Auxiliaryunit152tampa@gmail.com has been created to communicate with members and will be updated with email addresses as received on applications for membership. The email account will be monitored and maintained by the Unit Membership Chairman, Unit Secretary, as well as a Unit 152 member appointed by the Unit President.
34. A Unit Facebook account, American Legion Auxiliary Town & Country Memorial Unit 152 has been created to communicate with those that have joined the group. This account will be monitored and maintained by the Unit President and a Unit 152 member appointed by the Unit President. These individuals will be considered admins for the account.
35. All applications and transfers for membership shall be acted upon at the next general meeting following the making of such application, and shall be at such meeting accepted, rejected, or referred for further investigation and consideration. Vote can be either oral or by ballot. Applicant shall not be present during the vote.
36. In addition to the duties as described in Bylaws it shall also be the duty of the Unit President to complete all Department required reports for chairmanships to which there is no chairman assigned.
37. In addition to the duties as described in the Unit Bylaws the First and Second Vice President, Chaplain, elected Members at Large, and Immediate Past President duties will also include chairing a Program of the American Legion Auxiliary and completing reports as required by Department.
38. In addition to the Core Committees listed in the Bylaws, the Unit shall also have the following committees when possible, Auxiliary Emergency Fund, Community Service, Education, Girls State, Juniors, Legislative and Public Relations.
39. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."
40. In addition to the three (3) elected Members at Large, as stated in Constitution and Bylaws. The Immediate Past President and Membership Chairman will be automatically placed on the Executive Committee
41. Neither this Unit in the Department nor any member thereof shall circularize any other Unit or member thereof without the consent of the Department Executive Committee.

42. Any member of Unit 152 displaying verbal aggression toward another member of any American Legion Auxiliary or an American Legion Auxiliary Unit and/or defacing or removing Auxiliary signage at the American Legion Post 152, will be asked in writing by the Unit President and approved by the executive committee, via certified mail to cease & desist. Failure to comply can result in disciplinary action by the American Legion Post 152 or if deferred to the American Legion Auxiliary Unit 152 disciplinary action by same.

THESE STANDING RULES WERE READ, VOTED UPON AND APPROVED AT OUR
REGULAR MEETING ON THIS 25th DAY OF April 2024.


Joann Lathers
Unit 152 Secretary


Sheryl Kinsler
Unit 152 Chairman Constitution and Bylaws


Bonnie Lehmiller
Unit 152 President