



American Legion Auxiliary  
Unit 16  
Gainesville, Florida  
January 11, 2023

TO: Mary Kelly Perkins,

Enclosed is 1 copy of our Constitution and Bylaws, with the revised Standing Rules. We only addressed the dues amount as shown in Standing Rule #3. If additional copies are needed I can send them to you.

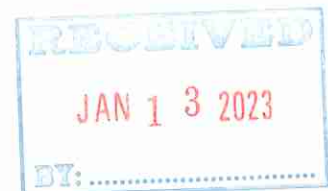
*Mary Menoski*



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CONSTITUTION AND BYLAWS OF

HAISLEY LYNCH UNIT 16, INC.

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA

4701 NW 6<sup>TH</sup> STREET, GAINESVILLE, FLORIDA 32609

DATE: September 4, 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 Haisley Lynch Unit 16, Inc. Department of Florida.

**Article II - Nature**

Section 1: The American Legion Auxiliary Haisley Lynch Unit 16, Inc. is a civilian patriotic service organization of people that supports the mission of the American Legion.

Section 2: American Legion Auxiliary Haisley Lynch Unit 16, 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, Haisley Lynch Unit 16, Inc. Department of Florida shall be as stated in the Preamble of 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 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 and Sergeant-at-Arms who shall serve until their successors are duly installed or as otherwise provided. (or a combination of some of these officers)

## **Article VI - Executive Committee**

Section 1: There shall be an Executive Committee which shall consist of the officers and 3 (three) 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 the Department.

## **Article VIII - Amendments**

Section 1: This Constitution may be amended by a two-thirds (2/3) vote of the members present at a regular Unit meeting, provided the proposed amendments 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 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 she succeeds.

Section 3: One-third 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 members of the Executive Committee. Uniform notice of such special meeting shall be given to all members of the Executive Committee; and, except in extreme emergency, shall be given at least forty-eight 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 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.

Section 2: ***Duties of the Vice President:*** The First and Second Vice President in the order named shall, when called upon, assist the President and in her absence, perform her duties, and shall succeed her in 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 to record 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 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. She is hereby vested with such authority as it is necessary to carry out her duties successfully for the good of the American Legion Auxiliary.

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 them. She shall maintain (2) two 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 his/her children. She shall keep an accounting of her receipts and expenditures, making an annual report thereon, and such other reports as may be deemed necessary by the Unit Executive Committee. Her accounts shall be audited annually. She shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to her 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 to perform such other duties as the President may direct 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 Unit Historian to compile 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 meetings of the Unit and to perform such other 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, State and National assessments, by January 31, 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 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 meetings of the Haisley Lynch Auxiliary Unit 16, 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 this Unit may be called by the President, by a majority of the Executive Committee, with the President notified, the Executive Committee, or upon written or electronic 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 her dues for the current fiscal year within which the election is held.

Section 2: Elections shall be done 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, nor less than fifteen (15) days prior, to Department Convention.

Section 4: The Unit will notify the Department Secretary of the name and addresses of such newly elected officers, not less than (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 (2) weeks prior to the Conference or Convention. Alternates shall have priority in the order of their election.

## **Article VI – Committees**

There shall be the following Core Committees: Veterans Affairs and Rehabilitation, Children and Youth, Americanism, National Security, Audit, Constitution and Bylaws, Membership and such other mission and member/organizational support committees as provided in Standing Rules.

## **Articles 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 Constitutions and Bylaws.

## **Article VIII – 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 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 that said member or officer shall have been given at least a fifteen (15) day 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, or 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 liability without authorization of the Unit.

## **Article IX – Parliamentary Authority**

The Unit organization shall be governed by “Robert’s Rule 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 a 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 read may be adopted by the unanimous 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.



These Constitution and Bylaws were read and approved at a regularly scheduled meeting held on 9-4-20

Kendra S. Edvardsson

Unit President

Sh. [Signature]

Unit Secretary

Mary Menecke

Unit Constitution and Bylaws Chairman

Cathy McNeill

Department Constitution and Bylaws Chairman

APPROVED

9/14/2020

Date Approved

## **Standing Rules**

1. The regular scheduled meeting of the American Legion Auxiliary, Haisley Lynch Unit 16, Inc. shall be held on the first Friday of each month, after our scheduled Auxiliary dinner time of 5:30 PM, unless otherwise specified. An Executive Committee meeting will be held when necessary by the order of the President.
2. Five (5) members of this unit shall constitute a quorum at a regular scheduled meeting of the unit.
3. The annual Senior membership dues of the unit shall be \$40.00 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.
4. In addition to the Core Committees listed in the bylaws, the Unit may also have the following committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting of an Executive Committee Member, a chairman of a core committee as listed in the Bylaws and Standing Rules and the Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks must have 2 of the three above signatures.
6. All members responsible for unit funds shall be bonded through the blanket Fidelity bond and Unit will pay the annual premium to department headquarters.
7. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.
8. A Budget/Audit Committee composed of 3 members, shall be elected by the members, or appointed by the President, for the purpose of presenting a budget and having an audit for the ensuing year.
9. A nominating Committee, composed of 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 the committee. This is to form no later than two 2 months prior to the election.
10. Registration fees for all delegates and alternates who attend convention are to be paid by the Unit.
11. New members shall be given an American Legion Auxiliary pin when initiated.
12. A donation to the Department Scholarship Fund shall be sent for all deceased members and deceased family members of a Unit member, not to exceed \$30.00.
13. The Unit will present the outgoing President with a Past Presidents pin or a gift not to exceed the cost of the pin if she already has such a pin.
14. All monies deposited in the Auxiliary checking account are not to be used unless voted on at a regular meeting or otherwise by four (4) Unit Executive Committee members in a special situation.

15. Each officer will be given a Unit Guide paid for by the Unit at the beginning of each ensuing administrative year.
16. New officers for the coming year will take office after Unit Installation.
17. Each fiscal year, a "Sunshine Fund" of \$300.00 will be established for the benefit of members in good standing who are in need of financial assistance. A Unit application form must be completed by the requesting member and then approved by the Executive Committee before funds are given.

These Standing Rules were read and approved at a regularly scheduled meeting held on January 6, 2023

Jean Chandler  
Unit President

Mary C. Mensecki  
Unit Secretary

Mary C. Mensecki  
Unit Constitution and Bylaws Chairman

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Department Constitution and Bylaws Chairman

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Date Approved