

CONSTITUTION AND BY-LAWS OF  
AMERICAN LEGION AUXILIARY  
ARNOLD VERN ALLEN UNIT 166  
DEPARTMENT OF FLORIDA

January 09, 2023

**CONSTITUTION AND BYLAWS**  
**OF**  
**AMERICAN LEGION AUXILIARY ARNOLD VERN ALLEN UNIT 166, INC.**

**DEPARTMENT OF FLORIDA**

P.O. BOX 767

Homosassa Springs, FL 34447

**FEBRAURY 9, 2023**

**PREAMBLE**

For God and Country, we associate ourselves together for the following purposes: to uphold and defend the Constitution of the Unites 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 Arnold Vem Allen Unit 166, Department of Florida, Inc.

**ARTICLE II- NATURE**

Section 1: American Legion Auxiliary Arnold Vern Allen Unit 166, Inc. is a civilian patriotic organization that supports the mission of The American Legion.

Section 2: American Legion Auxiliary Arnold Vern Allen Unit 166, 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 - OBJECTIVE**

The object of the American Legion Auxiliary Arnold Vern Allen Unit 166, 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.

- (a) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
- (b) 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;
- (c) 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;
- (d) 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 aged eighteen (18) years 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 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 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**

Section 1: The Unit shall elect annually a President, Vice President (optional), Secretary, Treasurer, Chaplain, Sergeant-at-Arms, and Historian who shall serve until their successors are duly installed or as otherwise provided.

## **ARTICLE VI - EXECUTIVE COMMITTEE**

Section 1: There shall be an Executive Committee which shall consist of the elected officers and two or three additional members-at-large elected by the Unit. The term of office for member 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 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: Three 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 the Unit Executive Meetings; 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 deemed 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 Unit Vice President: The Unit Vice President shall preside at meetings in the absence of the President and assume such other duties as assigned by the Unit President and shall succeed to the office of the President in the case of an illness, death, or resignation.

Section 3: Duties of the Unit 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 is necessary to carry out the duties of the office successfully for the good of the American Legion Auxiliary.

Section 4: Duties of the Unit Treasurer: It shall be the duty of the Unit Treasurer to receive all money belonging to the Unit and to 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 shall 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 on a monthly basis.

Section 6: Duties of the Unit 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 requested by the President.

Section 7: Duties of the Historian: It shall be the duty of the Historian to compile the historical records of the unit, maintain the unit scrapbook, and to make a report to the Department.

Section 8: The Office of secretary may be combined with that of treasurer and called secretary-treasurer.

### **ARTICLE III - DUES**

Section 1: The annual 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 the 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 American Legion Auxiliary Arnold Vern Allen Unit 166. 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 this Unit may be called by the President, by a majority of the Executive Committee, or upon written request of three (3) members of the Unit.

Section 4: Electronic meetings and voting may be held during an emergency situation or at any time a Unit's officers deem necessary. Notification of an electronic meeting and/or voting must be sent to each member of the Units via email or regular mail if no email address is available and shall contain an agenda and any documents that participants will need to reference in advance so that participants can follow the flow of the meeting and /or voting procedure. Minutes of the electronic meeting must be created as well as recording the motions and votes.

### **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 their 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) 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 offices 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, and Veterans Affairs, and such other mission and member/organizational support committees as provided in the Standing Rules.

## **ARTICLE VII - TRANSFERS**

Section 1: Transfer of membership from one Unit to another in the Florida Department shall be upon application of the member to, and acceptance by, the receiving Unit, in conformity with National and Department Constitution and Bylaws.

Section 2: Members may not belong to more than one Unit at a time.

## **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 Auxiliary or The American Legion, any member may be expelled from membership or any officer removed from office by two-thirds of the votecast at a Unit meeting duly called for that purpose, said expulsion or removal to be binding onlyin 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 theright to appeal to the Department Executive Committee; their action thereon shall be final. The expense 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**

Section 1: 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.

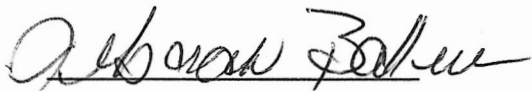
**ARTICLE X - AMENDMENTS**

Section 1: These Bylaws may be amended by a two-thirds vote of the members present at a regular Unit Meeting, provided the proposed amendments shall have been read at a previous Unitmeeting.

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

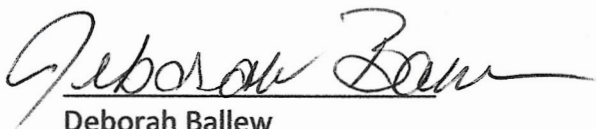
THIS CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT OUR UNIT MEETING  
ON JANUARY 9, 2023



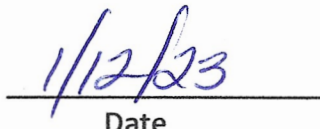
Deborah Ballew  
Unit President



Julie Rowe  
Secretary



Deborah Ballew  
Unit Constitution and ByLaws Chairman



Date