



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

October 23, 2024

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

P.O. BOX 767
Homosassa Springs, FL 34447

October 23, 2024

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 Arnold Vern 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;
- (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 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 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 they succeed.

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 vote cast 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; 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.

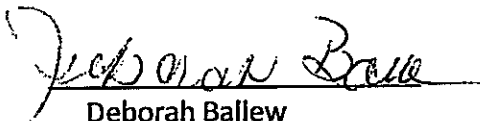
ARTICLE X - AMENDMENTS

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.

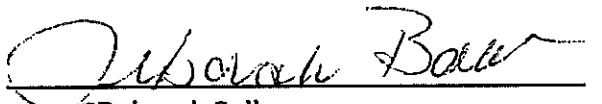
Section 2: Amendments not having been read may be adopted by unanimous vote of the members present.

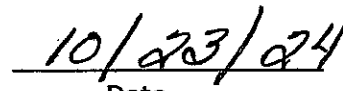
Section 3: These Bylaws shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

THIS CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT OUR UNIT MEETING
ON OCTOBER 23, 2024


Deborah Ballew
Unit President


Dee Costello
Secretary

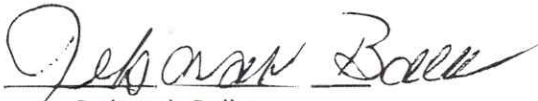

Deborah Ballew
Unit Constitution and ByLaws Chairman


Date


STANDING RULES

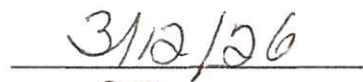
1. The regular meetings of American Legion Auxiliary Arnold Vern Allen Unit 166, Inc. shall be held on the second Wednesday of each month at 10:00AM, unless otherwise specified. An Executive Committee meetings shall be held as needed. The meetings shall be held at The American Legion Post 166 in Homosassa, Florida, or a location to be determined. There shall be at least one (1) regular Unit meeting each month except for the summer months of July and August. Executive Committee meetings will be held as needed. These meetings will be held at a place and time as determined by the Executive Committee.
2. Three (3) members of this Unit shall constitute a quorum at any regular schedule meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$45.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$11.00 to include the Department and National per capita.
4. In addition to the Core Committees listed in the Bylaws, the Unit shall have a Poppy committee and a Girls State committee.
5. The Unit Treasurer, Unit President and one other officer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks in excess of \$100 must be signed by two of the three authorized signers. Checks of \$100 or less may be signed by only one of the officers.
6. A nominating Committee composed of two (2) or three (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 this committee. This committee is to form no later than two (2) months prior to election.
7. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules .
8. Standing Rules are adopted by a majority vote and may be amended by two-thirds 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 REGULAR UNIT MEETING ON
March 11, 2026


Deborah Ballew
Unit President


Dee Costello
Unit Secretary


Deborah Ballew
Unit Constitution and ByLaws Chairman


Date