



CONSTITUTION AND BY LAWS OF
AMERICAN LEGION AUXILIARY
CHARLES E. MURRAY UNIT 186
12091 CIRTEZ BKVD,
BROOKSVILLE, FL 34613
DEPARTMENT OF FLORIDA

March 13, 2025

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 100 percent Americanism; to preserve the memories and incidents of our associations during all Wars; to inculcate an individual sense of 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, Charles E. Murray Unit 186, Inc., Department of Florida

ARTICLE II – NATURE

Section 1. American Legion Auxiliary, Charles E. Murray Unit 186, Inc., Department of Florida is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2. American Legion Auxiliary, Charles E. Murray Unit 186, Inc., Department of Florida shall be absolutely non-political 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

Section 1. The objective of the American Legion Auxiliary, Charles E. Murray Unit 186, Inc., Department of Florida shall be as stated in the Preamble of the Constitution.

Reviewed. Reported no changes required 4-9-26.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee which shall consist of the elected officers and four (4) additional Members-at-Large, including immediate Past President, elected by the Unit.

ARTICLE VII – FISCAL YEAR

Section 1. 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^{rds}) vote of the members present at a regular Unit meeting, provided the proposed amendments have been read at the previous meeting.

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

Section 3. This Constitution shall automatically be 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 expiration of 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 succeeded.

Section 3. One-third (1/3rd) 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 meeting 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 OF OFFICERS

Section 1. Duties of 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 By Laws; to appoint members of Standing Committees; to create such other committees and appoint members thereof as deemed advisable; to perform other such 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 Presidents, in the order named, shall, when called upon, assist the President and, if absent, perform duties of the office and shall succeed to the office in case of death, resignation or removal. Second Vice President is responsible for entertainment and refreshments for special events.

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 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 workings 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, namely a General Fund 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. The Treasurer shall keep an accounting of 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 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 members on a monthly basis.

Section 6. Duties of the Historian – It shall be the duty of the Historian to compile the historical records of the Unit and 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 Unit meetings and to perform such duties as may be requested by the President.

Section 8. Members of the Executive Committee, with the exception of a Past President who is a Member-at-Large, are required to chair at least one program.

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, Department and National per capita 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 regularly scheduled meeting of American Legion Auxiliary, Charles E. Murray Unit 186, 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 the Unit may be called by the President, by a majority of the Executive Committee, with the President notified, or upon written or electronic 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 Unit via e-mail or regular mail if no e-mail 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 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 nominees 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 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

Section 1, The Unit shall have the following Core Committees: Americanism, Children & Youth, Constitution and By Laws, Membership, National Security, Risk and Compliance, Veterans Affairs and Rehabilitation, and such other mission and member/organizational support committees as provided in the Standing Rules.

ARTICLE VII – TRANSFERS

Section 1. Transfers 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 By Laws.

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 removed from office by two-thirds (2/3rds) 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 of appeal to the Department Executive Committee and 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 By Laws.


ARTICLE X – AMENDMENTS

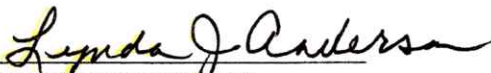
Section 1. These By Laws may be amended by a two-thirds (2/3rds) vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous meeting.


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

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

THIS CONSTITUTION AND BY LAWS WERE READ, VOTED ON AND APPROVED AT A REGULAR MEETING ON MARCH 13, 2025.


UNIT PRESIDENT
Joanne Holobinka – Unit 186


UNIT SECRETARY
Lynda Anderson – Unit 186


UNIT CONSTITUTION AND BY LAWS CHAIR
Joanne Holobinka – Unit 186