

**CONSTITUTION AND BYLAWS OF  
AMERICAN LEGION AUXILIARY  
HANNITON WATTS UNIT 193, INC.  
DEPARTMENT OF FLORIDA  
POST OFFICE BOX 30865  
PENSACOLA, FL 32503  
(Revised March 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 Hanniton Watts Unit 193, Inc., Department of Florida.*

**ARTICLE II – NATURE**

**Section 1:** American Legion Auxiliary Hanniton Watts Unit 193, Inc. is a civilian patriotic service organization that supports the mission of The American Legion.

**Section 2:** American Legion Auxiliary Hanniton Watts Unit 193, 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 objective of the American Legion Auxiliary Hanniton Watts Unit 193, 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 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 all 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–November 11, 1918; and any time after December 7, 1941; 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 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–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; 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.

- (1) 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.
- (2) 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), Junior members shall automatically be admitted into Senior membership with full privileges.
- (3) 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.

## **ARTICLE VI – EXECUTIVE COMMITTEE**

There shall be an Executive Committee, which shall consist of all elected officers, the immediate Past President, and three (3) 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 (2/3) vote of the members at a regular meeting, provided the proposed amendment 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 on the Executive Committee, from any cause other than 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:** A majority 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 meetings 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 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 Meetings; to enforce strict observance of the Constitution and Bylaws; 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 required 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 the duties and shall succeed to the 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 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 it is necessary to carry 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 Poppy Fund. All Poppy donations shall be placed in the Welfare Fund and be used to assist the Veterans 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 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 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 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 meeting of the Unit and to perform such 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, 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 the delinquency shall automatically be dropped from the rolls and may be reinstated by only paying 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 Hanniton Watts Unit 193, 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 request of three (3) members of the Unit.

## **ARTICLE V – ELECTION**

**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 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) 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 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, Veterans 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, 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 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 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, and their action thereon shall be final. The expenses of the 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 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 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 previously read may be adopted by the unanimous vote of the members present.

**Section 3:** These Bylaws shall automatically be 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 AND APPROVED AT REGULAR MEETING HELD ON MARCH 14, 2020.



Constance E. Hendrix  
Unit President



LaDonna Stovall  
Unit Secretary

RECEIVED

MAR 25 2020

*Jimmie Steele*

Jimmie Steele  
Unit Constitution & Bylaws Chairman

APPROVED:

☒ APPROVED

*Cathie McMullin*

Cathie McMullin  
Department Constitution & Bylaws Chairman

*3/21/2020*

Date Approved

RECEIVED

MAR 25 2020

## **STANDING RULES**

1. The regular meetings of American Legion Auxiliary Hanniton Watts Unit 193, Inc. shall be held on the second and fourth Saturday of each month, and shall be called to order at 11:00 a.m.
2. An annual meeting of this Unit shall be held in the month of April each year for the purpose of receiving annual reports which are due to District Chairman by April 1.
3. The annual membership dues of this Unit shall be \$30.00 for Senior members and \$6.00 for Junior members, which shall include the Department and National per capita.
4. Seven (7) members shall constitute a quorum at any meeting of the Unit.
5. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Leadership, and Poppy.
6. Unit elected Officers, consisting President, Secretary, and Treasurer, are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.
7. All members responsible for Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.
8. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed to carry on the duties normally performed by the Secretary.
9. A Budget Committee composed of the Executive Committee shall meet for the purpose of presenting a budget for the ensuing year.
10. A Nominating Committee, composed of 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.
11. When there is a death in a comrade's family, the Chaplain will send a card of condolences.
12. The Sergeant-at-Arms will preserve order at all times; and any member that does not comply will be fined up to \$5.00.



13. If a member is sick or hospitalized, it is the responsibility of the member, the member's family or friend to notify the President, Chaplain or any other member of the Unit. The Chaplain will be responsible for sending get-well card, a plant and/or money if hospitalized for more than two (2) consecutive days. Disbursement will be in accordance with seasonal rates.

- a. In time of bereavement, flowers, Memorial Bible, or money shall be sent only to actively participating Auxiliary members and their immediate families. The amount shall be in accordance with seasonal prices. Cards or messages shall be sent in case of sickness or death of other members of their families. These shall be sent by the Unit Chaplain. Other members will be handled on a case-by-case basis.

14. The Treasurer may issue up to \$100.00, during a quarter, on approval of the President on an emergency basis only. Said transactions must be brought before the Unit at its next meeting for approval. All checks must have two (2) signatures. Any amount exceeding \$25.00 shall have the approval of members during regular meetings. Budget items/Unit allocations shall be paid when due, without additional approval.

15. Committee Chairmen may expend up to \$25.00 on an emergency basis only and on approval of the President to support a Unit project without the Unit's approval. Upon submitting receipts for expenditures, and approval by the Unit, said expenses will be reimbursed by the Unit.

16. Wreaths shall be fresh or silk flowers for Memorial Day, and poppies for Veterans' Day.

17. When the Unit President travel to conferences, seminars, conventions, etc. exceeds one day, the Unit shall pay one night room expense. (Does not include food, gratuity, etc.)


18. When members accompany the Unit President or designee, the Unit shall pay for the rental of van and gas for transportation of members to conventions, seminars, conferences, etc. Exceptions to this must be brought before the body for approval.

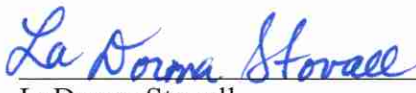
19. For special events, ceremonies, etc., attire shall be in compliance with the Unit's dress code (i.e. White for Spring/Summer months and Navy for Fall/Winter months), unless otherwise directed by the President.

20. All telecommunication devices are to be silenced during meetings.

21. Alcohol and smoking prohibited during meeting.

THESE STANDING RULES WERE READ AND APPROVED AT REGULAR MEETING HELD ON MARCH 14, 2020.

  
Constance E. Hendrix  
Unit President

  
LaDonna Stovall  
Unit Secretary

Jimmie Steele  
Jimmie Steele  
Unit Constitution & Bylaws Chairman

APPROVED:

☒ APPROVED

Cathie McMullin  
Cathie McMullin  
Department Constitution & Bylaws Chairman

3/21/2020  
Date Approved

RECEIVED

MAR 25 2020