

**CONSTITUTION AND BYLAWS
OF
AMERICAN LEGION AUXILIARY
OLIVER D. NICHOLSON AUXILIARY UNIT 221, INC.
DEPARTMENT OF FLORIDA
444 JOHN SIMS PARKWAY, NICEVILLE FL 32578**

25 February 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, Oliver D. Nicholson Unit 221, Inc., Department of Florida.*

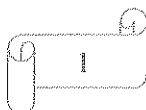
ARTICLE II – NATURE

Section 1: American Legion Auxiliary, Oliver D. Nicholson Unit 221, Inc., is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2: American Legion Auxiliary, Oliver D. Nicholson Unit 221, 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, Oliver D. Nicholson Unit 221, Inc., Department of Florida, shall be as stated in the Preamble to the Constitution.



ARTICLE IV – ELIGIBILITY

Section 1: Eligibility for the American Legion Auxiliary shall be determined by the American Legion. The eligibility requirements for 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 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.

- (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, Sergeant-at-Arms, Assistant 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 officers 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. (1 July – June 30)

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 they succeed.

Section 3: A majority of 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 & By-Laws; to appoint members of the Standing Committees, to create such other committees; and appoint members thereof as they deemed advisable, to perform such other 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-President in order named, shall, when called upon, assist the President and if absent, perform the duties of the office and shall succeed to the office in case of death, resignation or removal.

Section 3: Duties of the Secretary –It shall be the duties 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 at it is necessary to carry out the duties of the office 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 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 and a Poppy fund. All Poppy donations shall be placed in the Poppy Fund and be used to assist a Veteran and his/her children. The Treasurer shall keep an accounting of the receipts and expenditures, making an annual report thereof and such other reports that may be deemed necessary by the 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 is 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 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 place flags and prepare the meeting room for a Membership meeting; preserve order at the meeting 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, 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, Oliver D. Nicholson Unit 221, 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, VOTED ON AND APPROVED
AT OUR REGULAR UNIT MEETING ON 25 February 2020.

X Deborah Miniaci

Unit President, Deborah Miniaci

Lenora Ellison

Unit Secretary, Lenora Ellison

X Lenora Ellison

Unit Constitution and Bylaws Chairman, Lenora Ellison

X Cathy McNeill  4/10/2020

Department Constitution & Bylaws Chairman Date Approved

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary, Oliver D Nicholson, Unit 221, Inc. shall be held on the 4th Tuesday of each month, unless otherwise specified and shall be called to order at 6:30 PM. An Executive Committee meeting shall be held the 4th Tuesday of each month, unless otherwise specified and shall be called to order at 6:00PM.
2. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$35.00 as of 1 July 2020, 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 shall 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: 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.
6. 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.
7. Where deemed necessary, a Recording Secretary or a Corresponding Secretary may be appointed to carry on the duties normally performed by the Secretary.
8. A Budget Committee will be composed of five (5) members, including the Unit Treasurer, shall be appointed by the President, for the purpose of presenting a budget for the ensuing year. The Treasurer will be the chairman of the Budget Committee. The budget will be presented to the Unit at a General Membership meeting for the ensuing year.
9. Nominations for Officers will be conducted at membership meetings of March, April and May. Nominees shall verbally accept at a meeting or given a written acceptance to run. Elections will be held at the May meeting. Voting shall be by written ballot. June shall be a transition period for outgoing Officers to train new Officers.
10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 23-27.
11. An Audit Committee will be composed of three (3) members. The Chairman and committee members will be appointed by the President for the purpose of auditing the Treasurer's records at the close of each term. Making a report to the Unit.

12. A Membership Committee will be composed of three (3) members. President, Treasurer and Membership Chairman (to be appointed at the June meeting) for the ensuing year. The Membership Chairman will be responsible for collection and processing of dues and providing a written statement to the Treasurer monthly for the Year-End Audit. The Membership Chairman will be responsible for mailing/handing out membership cards for the ensuing year. The Chairman will be responsible for a copy of the written record by serial number and individual memberships cards issued including internet processing as well.
13. All Officers will be delegated by the President to act as Chairman of at least one Standing Committee. They will be responsible for filling out a Year-End Report at a special meeting called for that purpose.
14. If a member is hospitalized, it is the responsibility of the member, their family or a friend to notify the President or the Chaplain. This will be announced at the next General Membership meeting. The Chaplain is directed to visit and/or send a card.
15. An Emergency Fund, not to exceed \$300 a year, will be set into the budget and used in the case of an unforeseeable emergency. The President will call an Emergency Executive Meeting and approval by ALL Executive Officers is required for instruction to disperse these monies.
16. A Chaplain's Expense Fund, not to exceed \$50 (receipts required) will be set into the budget and used to purchase stamps and cards to send to our sick or affirmed unit members. An additional \$25 will be set into the budget to be sent to the ALA Memorial Scholarship Fund or to a charity of the family's choice in the event of a death in the immediate family of a Unit member. Immediate family is defined as parent, spouse, and/or child.
17. A Historian's Expense Fund, not to exceed \$50 (receipts required) will be set into the budget and used to create and maintain the unit's annual scrapbook of events and activities.
18. The Unit will reimburse any approved delegates for attending the American Legion Auxiliary Convention and/or the Fall Conference. Reimbursement is limited to 2 shared rooms, for up to 4 nights lodging and gas and Unit selected function they will be attending.
19. ALL members of a unit are expected to extend a welcoming attitude, showing the utmost respect and kindness to all. You are representing a Unit of the largest veteran's supported patriotic organization in the world.
20. Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT
OUR REGULAR UNIT MEETING ON 25 February 2020

X Deborah Miniaci

Unit President, Deborah Miniaci

Lenora Ellison

Unit Secretary, Lenora Ellison

X Lenora Ellison

Unit Constitution and Bylaws Chairman, Lenora Ellison

X Eileen McQuillan

Department Constitution & Bylaws Chairman

4/10/2020

Date Approved

APPROVED