

**CONSTITUTION AND BYLAWS  
OF  
AMERICAN LEGION AUXILIARY  
MADISON COUNTY UNIT 224  
DEPARTMENT OF FLORIDA  
4383 N.E. Cherry Lake Circle  
Madison, FL 32340  
January 4, 2023**

**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 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, Madison County Unit No. 224 Department of Florida.

**ARTICLE II – NATURE**

**Section 1.** The American Legion Auxiliary is a civilian patriotic organization that supports the mission of the American Legion.

**Section 2.** The American Legion Auxiliary shall be absolutely non-political and shall not be used for the dissemination of partisan principles, nor for the promotion of the candidacy of any person seeking public office or any appointive remunerative office the Department of Florida or any Unit thereof, provided that members of the Unit, Department or National standing or special committees shall not be affected.

**ARTICLE III – OBJECT**

**Section 1.** The object of the American Legion Auxiliary, Madison County Unit #224, Department of Florida shall be as stated in the Preamble of the Constitution.

## ARTICLE IV – ELIGIBILITY

**Section 1. Membership in The American Legion Auxiliary shall be limited to the:**

**(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.\***

**\* A woman who is eligible for American Legion membership is eligible to join the American Legion Auxiliary regardless of whether or not she is a member of The American Legion. However, eligibility of her female relatives (sister, mother, direct descendants) and/or spouse depends upon her 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 over the age of eighteen years provided, however, that a spouse under the age of eighteen years, who is eligible under Section 1 of this article shall be classed as a Senior member.**
- (b) Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the senior membership. Upon reaching the age of eighteen 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.**

**Section 3. All Applications and transfers for membership shall be acted upon at the next regular meeting following the making of such application, and shall be at such meeting accepted, rejected or referred for further investigation and consideration. The vote can be either oral or ballot, applicants should not be present during the vote.**

## 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**

**Section 1. There shall be an Executive Committee, which shall consist of the elected officers and three additional members-at-large elected by the Unit. The term of office for members of the Executive Committee will be one year.**

**ARTICLE VII – FISCAL YEAR**

**Section 1. The fiscal year shall be the same as that of the Department.**

**ARTICLE VIII – AMENDMENTS**

**Section 1. This Constitution 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 the previous meeting.**

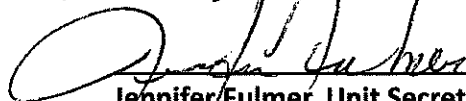
**Section 2. Amendments not having been previously read may be adopted by the unanimous vote of the members present.**

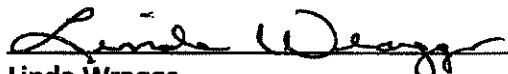
**Section 3. This Constitution shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.**

**Section 4. This document may be executed and accepted by electronic signature and such signatures shall constitute an original for all purposes.**

**This Constitution was read, voted upon and approved at our regular meeting January 4, 2023.**

  
Rhonna Barber, Unit President

  
Jennifer Fulmer, Unit Secretary

  
Linda Wragge,  
Unit Constitution and Bylaws Chairman

## 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 succeeded.

**Section 3.** One-third 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 request of at least three members of the Executive Committee.

### ARTICLE II – DUTIES 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 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 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 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 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 Poppy Fund and 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 the 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 December 31, shall be classified as delinquent and as of February 1<sup>st</sup> shall be suspended from all membership privileges. Payment of back dues, after suspension, shall reinstate such members 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 reestablishing eligibility and making application as a new member.

#### **ARTICLE IV – UNIT MEETING**

**Section 1:** The regular scheduled meeting of American Legion Auxiliary, Madison County Unit 224, 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, with the president notified, or upon written request of three (3) members of the Unit.**

#### **ARTICLE V – ELECTION**

**Section 1: All officers and executive committee members shall be elected annually at a meeting duly called for that purpose. In order to participate in the election of the Unit Officers, a member shall have paid her dues for the current fiscal year within which the election is held.**

**Section 2. Election may be a voice vote if there is only one candidate, but where there is more than one candidate for the same office, election shall be by ballot and the majority of votes cast shall be necessary to elect.**

**Section 3. Delegates and Alternates to District Constitutional Conference or Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two weeks prior to the convention. Alternates shall have their priority in order of their election.**

**Section 4: 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 5: 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 the Department.**

**Section 6: Vacancies in office between annual elections shall be filled by the Executive Committee.**

#### **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**

**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 other Unit, in conformity with National and Department constitution and Bylaws.**

#### **ARTICLE VIII – DISCIPLINE**

**Section 1. For any violation of the Unit, State or National Constitutions, or for conduct improper and prejudicial to the welfare of the Auxiliary or of 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, or their action thereon shall be final. The expense of said appeal shall be borne by the appellant.

**Section 2. Liabilities:** 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.** The Unit organization shall be governed by a two-thirds vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous Unit meeting.

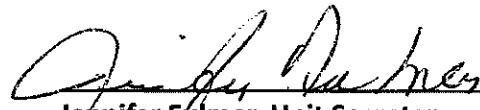
**Section2:** Amendments not having been previously read may be adopted by the unanimous vote of the members present.

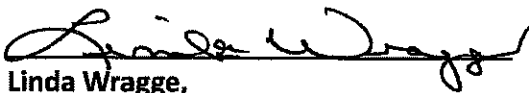
**Section 3.** These Bylaws shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

**Section 4.** This document may be executed and accepted by electronic signature and such signatures shall constitute an original for all purposes.

These Bylaws were read, voted upon and approved at our regular meeting on January 4, 2023.

  
Rhonna Barber, Unit President

  
Jennifer Fulmer, Unit Secretary

  
Linda Wragge,  
Unit Constitution and Bylaws Chairman

#### STANDING RULES

1. The regular meetings of the Madison County Post #224 Auxiliary Unit shall be held on the 1<sup>st</sup> Wednesday of each month, and shall be called to order at 7:30 p.m. An

**Executive committee meeting shall be held the first Wednesday of the month unless otherwise specified and shall be called to order prior to our regularly scheduled meeting at 7:30.**

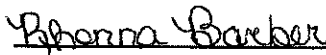
- 2. Five members shall constitute a quorum at any meeting of the Unit.**
- 3. The annual membership dues of this Unit shall be \$40.00 for seniors and \$5.00 for juniors paid annually or for life, and shall include the Department and National per capita.**
- 4. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, and Public Relations.**
- 5. The Treasurer, secretary and the President shall sign the bank signature card. Any two (2) of the above shall sign the checks.**
- 6. The Unit shall elect annually a President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, and Sergeant-at-Arms.**
- 7. There shall be an Executive Committee which shall consist of the officers elected by the Unit.**
- 8. The Second Vice President shall be the Unit Social Chairman.**
- 9. In the event of the Secretary's absence, prior arrangements shall be made for the recording of the minutes.**
- 10. All Auxiliary funds shall be deposited in a bank approved by the general membership for the Unit. In the event of the absence of the Treasurer, the report and signed checks shall be left with one of the co-signers.**
- 11. It shall be the duty of the Unit Chaplain to send cards to any member of the Unit who is ill and to recognize the death of any member or spouse with a memorial gift of \$25 to the family or a contribution to their favorite charity.**
- 12. The Membership Chairman shall keep updated records of names and addresses of all members showing the source of their eligibility, and provide an updated membership roster. The Membership Chairman shall receive all applications, renewals, etc.; process those applications, renewals, etc.; deliver or mail new membership cards to Unit members, and to transmit all dues to the Department.**
- 13. Each unit Officer shall turn over all records, monies, keys, and pins belonging to the Unit to the successor at the installation of officers for the next year.**

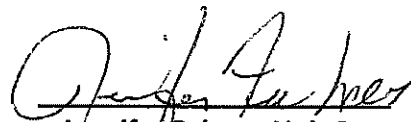



14. **The first person elected for the Nomination Committee shall be chairman of said committee. The Unit President may not serve on the Nomination Committee.**
15. **Every Executive committee member and Chairman shall have a copy of the Department Unit Guide provided by the Unit.**
16. **Funds will be provided from the Units treasury to pay (2) nights lodging to Convention, two (2) nights lodging to Mid-Winter Conference for the Senior President and one (1) night lodging for Department Workshop; with Conference attendees being reimbursed all expenses, such as meals, gas, and hotel by the Unit upon presentation of expense receipts to the Treasurer.**
17. **The post Adjutant shall be given a list of all suspended and dropped members.**
18. **Officers shall be installed at the June Unit meeting, new members initiated in general membership meeting with date to be set by unit members.**
19. **The Nominating Committee will be elected at the March general membership meeting and will report at the regular Meeting.**
20. **The selection of Girl's State Delegates will take place at the Executive Committee/general membership meeting.**
21. **Election of Unit Officers will take place at the Unit general membership meetings, but not more than ninety (90) days nor less than fifteen (15) days prior to the Department Convention.**
22. **Special meetings of the Unit may be called by the President, majority of the Executive committee, or upon written request of three (3) members of the general membership; said request to be sent to all Executive committee members prior to calling a meeting. The original letter to be filed by the Unit Secretary immediately.**
23. **The President may obtain permission of three (3) Executive committee members in order to act in special emergency circumstances.**
24. **National assessment, 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 members 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.**

25. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.
26. An annual meeting shall be held not more than sixty days nor less than 15 days prior to Department convention for the purpose of election.
27. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer.
28. A nominating committee composed of three members shall be elected for the purpose of presenting a slate of Unit officers for the ensuing year.
29. An auditing committee composed of three members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and making a report of the audit to the Unit.
30. This document may be executed and accepted by electronic signature and such signatures shall constitute an original for all purposes.

These Standing Rules were read, voted upon and approved at our regular meeting on January 4, 2023

  
Rhonna Barber, Unit President

  
Jennifer Fulmer, Unit Secretary

  
Linda Wragge,  
Unit Constitution and Bylaws Chairman