

CONSTITUTION AND BYLAWS
OF
AMERICAN LEGION AUXILIARY
WARRINGTON UNIT 240, INC.
DEPARTMENT OF FLORIDA
8666 GULF BEACH HIGHWAY
August 11, 2026



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, Warrington Unit 240, Inc., Department of Florida.

ARTICLE II – NATURE

Section 1. American Legion Auxiliary, Warrington Unit 240, Inc. is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2. American Legion Auxiliary, Warrington Unit 240, Inc. shall be nonpolitical 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 preferment.

Section 3. The object of the American Legion Auxiliary, Warrington Unit 240, Inc., Department of Florida, shall be in accordance with the Preamble to the Constitution.

ARTICLE III – MEMBERSHIP

SECTION 1. Eligibility for membership in the American Legion Auxiliary is determined by the American Legion.

Membership in the American Legion Auxiliary shall be limited to the:

Sec 1a. Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and

Sec 1b. 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;

Sec 1c. 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 the periods stated above 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;

Sec 1d. and 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.

Sec 2a. 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 18 years and married, will be classified as a Senior member.

Sec 2b. Junior membership shall consist of members under the age of 18 years, whose activities shall be supervised by the senior membership. Upon reaching the age of 18, Junior members shall automatically be admitted into Senior membership with full privileges.

Sec 2c. Dues for both classes shall be paid annually or for life.

SECTION 3. A member whose dues are paid-up-to-date and who is not subject to suspension or expulsion shall be considered in good standing and the member shall be entitled to full membership rights, privileges, and benefits in the Unit.

SECTION 4. Each unit of the American Legion Auxiliary, except Department Headquarters Units, has the authority to decide its membership and shall be responsible for verifying eligibility of perspective members, transfer or new.

SECTION 5. No person who is a member of an organization which has for its aim the overthrow of the United States Government or who subscribes to the principles of any group opposed to our form of government shall be eligible to become or remain a member of the American Legion Auxiliary.

SECTION 6. Membership can only be offered upon an affirmative vote of the Unit members.

ARTICLE IV – ORGANIZATION

SECTION 1. The American Legion Auxiliary, Department of Florida is a separate entity that operates independently as affiliates of the American Legion Auxiliary National Organization, governed by its own Department Constitution, Bylaws, rules and policies, as well as its own Department governing board, hereafter referred to as the Department Executive Committee.

SECTION 2. The American Legion Auxiliary, Department of Florida, shall be chartered by National Executive Committee and shall be comprised of the units within its respective areas. The American Legion Auxiliary Department of Florida shall be composed of duly constituted Units which shall be organized into Districts according to The Districts of the American Legion, Department of Florida.

SECTION 3. The American Legion Auxiliary, Department of Florida, shall have a Department Headquarters Unit. The will not have officers nor governing documents. The Department Executive Committee shall have the authority to discipline members of the Department Headquarters Unit Department Headquarters Unit. (See Bylaws Article IX, Discipline of Member, Section 2).

SECTION 4. All persons handling funds of the Department shall be bonded by a reputable, solvent bonding and surety company; or shall be covered by fidelity-crime insurance in an adequate amount as determined by the Department Audit Committee, Department Finance Committee, and/or Department Executive Committee.

ARTICLE V – UNIT OFFICERS

The Unit shall elect annually a President, First Vice President, Treasurer, Chaplain, Historian, and Sergeant-at-Arms, (or a combination of officers) who shall serve until their successors are installed or as otherwise provided. *The Secretary is appointed.

ARTICLE VII – UNIT EXECUTIVE COMMITTEE

There shall be an Executive Committee, which shall consist of all officers and 3 additional Members at Large elected by the Unit and the immediate Past Unit President. If the immediate Past Unit President is not available, appoint the previous Past Unit President to the executive committee. 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; July 1st - June 30th.

ARTICLE VIII – AMENDMENTS

Section 1. This Constitution will 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 being 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 – UNIT 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, for any cause other than end 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 succeeding member.

Section 3. Six 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 should be given to all members of the Executive Committee; and, except for extreme emergencies, they should be given at least forty-eight (48) hours in advance. At special meetings only business specified shall be transacted.

ARTICLE II – DUTIES OF UNIT 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 they deem 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 Presidents – The Vice Presidents, in the order named, shall, when called upon, assist the President and in their absence, perform their duties and shall succeed in their 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 continue the working of the office and care for the

archives of the Unit. They are hereby vested with such authority as it is necessary to perform their 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 Department Office Fund. All Poppy donations shall be placed in the Poppy Fund; it shall be kept in its own separate lineage in the checking account and be used to assist the Veteran and their children. They shall keep an accounting of their receipts and expenditures, make an annual report thereon and such other reports as may be deemed necessary by the Unit Executive Committee. Their accounts shall be audited quarterly. They shall pay all current bills before transferring all funds, books, vouchers, and papers belonging to the Unit to their 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 upon notification.

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, such as preparing the meeting room in advance, tidying up the room after meeting, and for the advancement and retirement of the unit colors and their proper care.

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 for 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 reestablishing eligibility and making application as a new member.

ARTICLE IV – UNIT MEETINGS

Section 1. The regular scheduled meeting of American Legion Auxiliary, Warrington Unit #240, 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 convened under the following circumstances: by the President; by a majority of the Executive Committee, provided the President is notified; or upon written request from any three (3) members of the Unit.

Section 4. Electronic meeting please refer to standing rules.

ARTICLE V – ELECTIONS

Section 1. Elections shall be held annually. To take part 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 written 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 days prior, nor less than fifteen 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 days prior to Convention, certification to be made on forms furnished by the 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 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 Committees: Americanism, Children & Youth, Constitution and Bylaws, Membership, National Security, Audit, Veterans Affairs and Rehabilitation, and such other missions and member/organizational support committees as provided in the Standing Rules.

ARTICLE VII -REVOCATION, CANCELLATION OR SUSPENSION OF CHARTER

Section 1. The Department Executive Committee by a two-thirds vote may order the suspension of a Unit Charter for a period not to extend beyond the closing of the next succeeding UNIT GUIDE/46 AMERICAN LEGION AUXILIARY Department Convention, as a disciplinary measure, or pending action relative to a final revocation. A cancellation shall be in order where two or more Units merge, where a Unit voluntarily ceases to function, or under such other conditions as might make such action necessary.

Section 2. Any Unit failing to meet the obligations imposed upon it by the Constitution and Bylaws or ruling of the Convention or Executive Committee or ceasing to function from one Department Convention to another as an American Legion Auxiliary Unit, or refusing to pay the per capita tax due Department and National Organizations, shall upon order of the Department President, surrender the Charter. Upon failure to surrender such charter, immediate steps may be taken for its revocation. When any Unit Charter has been revoked or canceled or when any Unit ceases to function in accordance with this Section, all Unit records and funds shall immediately be forwarded to Department Headquarters. Upon revocation, cancellation or suspension of the charter of a Unit in the Department of Florida, said Unit shall immediately cease operations and upon revocation, cancellation or suspension shall turn over its charter to the Department President or Department Executive Committee, and the Department Executive Committee is authorized, empowered and directed by and through its duly authorized agent to take possession, custody and control of all records, property funds and any other assets of said Unit, provided, however, that nothing herein shall be construed as requiring the Department to take over and assume any financial responsibility as to such property. Said Department Executive Committee may provide for the transfer of the members in said Unit to other Units of their choice, subject to the approval of such other Unit.

Section 3. American Legion Auxiliary Units suffering the revocation of their charters may appeal the decision of the Department Executive Committee to the National Executive Committee.

Section 4. Any Unit whose charter has been revoked for misconduct shall be prohibited from applying for a charter in the American Legion Auxiliary for a period of five (5) years from the initial date of the revocation of said charter.

ARTICLE VIII – DISCIPLINE OF A MEMBER

Section 1. Unit Member Discipline

Sec 1a. Each unit, except for department headquarter units, has the responsibility for the discipline of its members for any good and sufficient cause. All discipline must be imposed in accordance with the principle of fundamental fairness, which includes notice and an opportunity to be heard. Units shall adopt procedures for member discipline. Disciplinary actions may include any of the following:

- 1) Warning: A formal written statement, delivered to the member, outlining the misconduct and expectations for future behavior.
- 2) Probation: Membership is retained under specific terms and conditions for improvement for a specified period no longer than a year.
- 3) Suspension: Temporary loss of any or all membership rights and privileges for a specified period no longer than a year.
- 4) Expulsion: loss of membership for severe or repeated violations.

Sec 1b. A member disciplined by the members' unit may appeal the unit's disciplinary action in writing to the Department Executive Committee. The Department Executive Committee shall adopt procedures to handle such appeals.

Section 2. Unit Discipline

Sec 2a. Units attached to departments may be disciplined by their Department Executive Committee for any good and sufficient cause.

Sec 2b. Foreign Units not attached to a department may be disciplined by the National Executive Committee for any good and sufficient cause. Disciplinary actions by the National Executive Committee are final.

Sec 2c. All such disciplinary actions must be imposed in accordance with the principle of fundamental fairness, which includes notice and the opportunity to be heard. The department executive committee shall permanently keep a record of all disciplinary actions including communications, or meetings concerning the disciplined unit. Disciplinary actions may include any of the following:

1) Warning: A formal written statement, delivered to the member, outlining the misconduct and expectations for future behavior.

2) Probation: Unit charter is retained under specific terms and conditions for improvement for a specified period no longer than a year and UNIT GUIDE/50 AMERICAN LEGION AUXILIARY.

1) Suspension: Temporary loss of any or all unit rights and privileges for a specified period no longer than a year.

2) Cancellation of charter: The Department Executive Committee may submit a request to the NEC to cancel the charter of a unit for severe or repeated violations.

Sec 2d. A unit who has been disciplined by its department executive committee may appeal against the disciplinary action to the national executive committee by following the procedures in the Standing rules.

Sec 2e. The national executive committee shall have the authority to overturn, modify, or uphold the disciplinary action of the department. The national secretary shall inform both the unit and the department executive committee of the decision of the national executive committee, whose decision will be final.

Section 4. In dealing with the Department Judge Advocate, the American Legion Auxiliary shall adopt and follow the provisions set forth in Article V, Section 8 of the Bylaws of The American Legion, Department of Florida, to the same extent and as fully as if the same had been incorporated in and made a part of its own Constitution and Bylaws.

ARTICLE XII - CONSTITUTIONAL AUTHORITY

Section 1. The authority under which all Units of the Department of Florida, American Legion Auxiliary shall function is vested in the Department of Florida's Constitution and Bylaws and in such Standing Rules as may have been duly adopted and set forth in the Unit Guide of the Department of Florida. Any provision of any Unit Constitution and Bylaws or Standing Rules in conflict with the foregoing authority shall be void.

ARTICLE VIII – TRANSFER OF MEMBERSHIP

Section 1. Any member in good standing in a Unit shall be entitled to transfer to another Unit.

Section 2. Any member in good standing wishing to transfer to another Unit must present to the new Unit, a copy of their current membership card, and proof of eligibility. Upon acceptance of the transfer applicant by the new Unit, the Membership Chairperson will complete the Member Data Form. The member shall then be entitled to active membership in said Unit. No dues shall be transferred.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The Unit shall conduct its business in accordance with "Robert's Rules of Order Newly Revised," except in cases where the National or Department Constitution and Bylaws offer direct guidance. In all matters not specifically addressed by those governing documents, the most current edition of "Robert's Rules of Order" shall be the standard for parliamentary procedure within the Unit. This provides a structured approach for conducting meetings and offers guidelines when other documents do not address specific situations. The Unit President shall appoint a member who is in good standing to the position of Unit Parliamentarian for the upcoming year. This appointment is intended to ensure that parliamentary procedures are properly observed during Unit meetings and activities.

ARTICLE X - AMENDMENTS TO THE BYLAWS

Section 1. These Bylaws may be amended at any Department Convention by a vote of two-thirds of the total authorized representation of the UNIT GUIDE/51 DEPARTMENT OF FLORIDA at, provided that the proposed amendment shall have been submitted through Headquarters to the Units and members of the Department Executive Committee by mailing to them a least thirty (30) days prior to the convening of the next Department Convention; provided further, that it may be amended by unanimous vote at any Convention, without notice; and provided further, that all proposed amendments shall be read at a regular session of the Convention at least twenty-four hours before the vote is taken thereon.

Section 2. These Bylaws shall be automatically amended to conform to the National Constitution and Bylaws and Standing Rules of the American Legion Auxiliary. All changes must be presented as housekeeping changes to the Convention body prior to changes being made.

THESE CONSTITUTION AND BYLAWS WERE READ AND APPROVED AT OUR REGULAR
UNIT MEETING ON August 11, 2026.

x Amy L. Quinn
Unit President

x Brenda English
Unit Secretary

x Brenda English
Unit Constitution and Bylaws Chairperson