

CONSTITUTION AND BYLAWS
OF
AMERICAN LEGION AUXILIARY
EAST ORANGE COUNTY UNIT 242, INC.
DEPARTMENT OF FLORIDA
P.O. BOX 677253 ORLANDO, FL 32867

**Revised May 10, 2018; June 14, 2018; May 9, 2019; October 10, 2019; April 8, 2021
March 10, 2022, April 14, 2022, October 8, 2022, February 9, 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 in 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

Section 1: The Name of this organization shall be *American Legion Auxiliary East Orange County Unit 242 Inc., Department of Florida.*

ARTICLE II – NATURE

Section 1: American Legion Auxiliary East Orange County Unit 242, Inc. is a civilian patriotic service organization of women and men that supports the mission of The American Legion.

Section 2: American Legion Auxiliary East Orange County Unit 242, Inc. 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 - OBJECT

Section 1: The object of the American Legion Auxiliary East Orange County Unit 242, 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 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.

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 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.

C. Dues for 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 business, following the making of such application, and shall be at such meeting accepted, rejected or referred for further investigation and consideration. Vote can be oral or ballot, applicants should not be present during vote.

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

Section 1: There shall be an Executive Committee, which shall consist of all officers and four 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

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 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.

ARTICLE IX – 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 E-Board members constitutes a quorum. E-Board members include the following: President, Vice Presidents, Secretary, Treasurer, Chaplain, Sgt-at-Arms, Historian and four members-at-large.

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 the business specified shall be transacted.

ARTICLE X – 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 she deems 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 in **her/his** absence, perform **her/his** duties and shall succeed **her/him** in office in case of death, resignation or removal. The 1st VP will be for Ways and Means this includes but is not limited to overseeing fundraising activities and their committees, the report writing for such activities and to comply with budget line items. 2nd VP of Membership will accept, review and report on all applications, oversee dues collection, record keeping and reports.

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. **She/he** is hereby vested with such authority as it is necessary to carry out her 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. **She/He** shall pay the bonding fee as determined by the Department Office. **She/He** 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. **She/He** shall keep an accounting of her receipts and expenditures, making an annual report thereon and such other reports as may be deemed necessary by the Unit Executive Committee. Her accounts shall be audited annually. **She/He** shall pay all current bills before transferring all funds, books, vouchers and papers belonging to the Unit to **her/his** successor. The Treasurers report will be presented at every general meeting and will include all income and expenses since the previous months report. Copies of the bank statements must also be present. If the Treasurer cannot be present another officer designated by the President will read the report. The Treasurer is responsible for filing annually the Agricultural Report, State of Florida Sunbiz Report and Tax Return. Copies of each of these annual reports will be filed in the Treasury notebook, Recording Secretaries notebook and President's notebook.

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. This includes but is not limited to restoring and keeping up to date the historical pictures of the presidents of the auxiliary in the American Legion Post and to create annual photo albums. **Historian will also oversee social media sites by posting auxiliary information and pictures. This dated information will add to the history of the Auxiliary.**

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 XI – 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 XII – UNIT MEETINGS

Section 1: The regular scheduled meeting of American Legion Auxiliary, East Orange County Unit #242, 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 XIII – ELECTION

Section 1: Elections shall be held annually. 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: Elections shall be by ballot, and 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. The Secretary will cast the one vote necessary to finalize the election. An officer can only hold one office at a time.

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 Secretary 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 XIV – COMMITTEES

Section 1: The Unit shall have the following Core Committees: Americanism; Children, Youth & Juniors; 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 XV – TRANSFERS

Section 1: 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 XVI– 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 XVII– 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 Bylaws.

ARTICLE XVIII- 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.

Section 4: These Unit By-laws shall be reviewed at the end of each fiscal year or sooner if there is a change in the auxiliary audit.

THIS CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON _____.

X

Unit President

Unit Secretary

X

Unit Constitution and Bylaws Chairman

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary East Orange County Unit #242, Inc. shall be held on second Thursday of each month, unless otherwise specified and shall be called to order at 7 p.m. Executive Board meetings are to be held on the first Thursday of every month and shall start at 7 p.m. Meetings can be held by teleconference methods.
2. Four members of the general membership shall constitute a quorum at any general scheduled meeting of the unit. This must include officiating officers of the unit to preside and at least 3 E-Board members.
3. **The annual Senior membership dues of the Unit shall be \$40 to include Department and National per capita starting in 2024. National dues for Seniors are \$18.00 and Department dues for Seniors are \$12.00. For a total to Department of \$30.00. The Unit keeps \$10.00. The annual dues of the Junior membership shall be \$10.00 to include the Department and National per capita. National dues for Juniors are \$2.50 and Department dues are \$1.75. The Unit keeps \$5.75.**
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; Child, Youth and Junior Activities; Leadership; Legislative; Past Presidents Parley; Poppy; and Public Relations.
5. Unit elected Officers, consisting of president and treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have these two 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 and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.
8. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members, or appointed by the President, for the purpose of presenting, a budget for the ensuing year.
9. 1a) A Nominating Committee, composed of three (3) members and one alternate, shall be elected by the members in February, 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. Two candidates should be selected for each office if and should have been an active member of the unit for at least one year.

1b) All names of candidates will be read for 3 consecutive meetings; elections being held on the third meeting night. i.e., Election will be on the 2nd Thursday in May.

10. 1a) President of the unit may hold office for two (2) years consecutively. After a lapse of one (1) year or more she/he may be elected for a period of two (2) more years.

1b) In the event that no other candidates meet the criteria to be president and the present president accepts the nomination, the present president may be nominated and run and hold office again.

11. All officers' dues will be paid by the time of their installation.

12. A welcome letter will be sent to all newly elected members and shall include greetings as well as pertinent information. i.e., meeting times, etc. This shall be done by the unit secretary. When they come to their first meeting, they will be presented with a folder with Standing Rules, By-laws etc.

13. A copy of the current budget, standing rules, correspondence, and a list of current officers, and appointed committees should be maintained on file in the Secretary minute book.

14. Copies of proposed budget shall be given to members one month prior to the meeting of the budget being voted on. Budget should be prepared and voted on each year following installation of officers. Budget should be completed by the last meeting in July. Bonding fee, Rehab, Education and Girls State Quota should be paid at the meeting in July. All yearly contributions should be paid by the meeting in September.

15. A gavel shall be presented to each new incoming President. If the unit president does not complete a six (6) month term, she will be asked to turn her gavel back to unit and the unit will have a new name plate made and give it to the president taking office.

16. Get well cards to auxiliary members and their immediate family members will be sent to them by the Chaplin, on behalf of the auxiliary, upon notification. Funds for this come from the Chaplin account. A gift card of \$25 can be sent to the family of an auxiliary

member, spouse, child or parent who has passed away and will be designated from the general fund budget.

17. No smoking or alcoholic drinks are permitted in the meeting room during meetings.

18. Members not attending the auxiliary meeting are required to leave the Post until the meeting has concluded unless they are being paid to work as an employee of the ALP during this meeting time.

19. There will be proper meeting decorum at all times during meetings. Members will be asked to leave and/or escorted out of the Post if a situation arises.

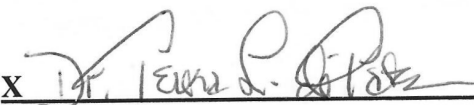
20. There will be four Members-At-Large that will be members of the Executive Committee. They will attend both the general meeting and executive meetings monthly. They will have been an active auxiliary member for at least one year. One of the Members-At-Large is the immediate past president. The nominating committee will present their names after the election of officers. Election of these members will follow that of the election of officers.

21. Qualifications for officers of American Legion Auxiliary Unit #242 include being an active member of Unit #242 for at least 1 year.


22. An active member of the American Legion Auxiliary Unit #242 is a member who has attended at least 6 general meetings in the last year.

23. All eligible individuals to the American Legion Auxiliary 242 are limited to 3 visits to the American Legion Post 242. They must be signed in and at that point they must become members of the American Legion Auxiliary 242 or not be allowed into the Post until they are registered members of the auxiliary.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON February 9, 2023

X 
Unit President

A. Mitchell.
Unit Secretary

X 
Unit Constitution and Bylaws Chairman