

CONSTITUTION AND BYLAWS
OF
AMERICAN LEGION AUXILIARY
UNIT GLEN PETERS 266, INC
DEPARTMENT OF FLORIDA
5201 RICHARDSON RD
SARASOTA FL 34232

July 11, 2022

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 obligations 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 and 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 Glen Peters Unit 266, Inc., Department of Florida

ARTICLE II – NATURE

Section 1: American Legion Auxiliary Glen Peters Unit 266, Inc. is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2: American Legion Auxiliary Glen Peters Unit 266, 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

The object of The American Legion Auxiliary Glen Peters Unit 266, Inc., Department of Florida, shall be as stated in the Preamble to the Constitution.

ARTICLE IV – ELEGIBILITY

Section 1: Eligibility for 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 members of The American Legion; and
- 2) 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 any of the following periods: April 6, 1917 – November 11, 1918; and anytime 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 eligibility periods and died in the line of duty or after honorable discharge; and
- 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 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 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.

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 the management of the Unit shall be entrusted to 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 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 the order of the President or on written 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. Standing rules under meetings, Section I indicates how meetings can be conducted.

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 Committee; to enforce strict observance of the Constitution and Bylaws; to appoint members of the standing committees; to create such other committees and appoint members thereof as they deem advisable; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for.

Section 2. Duties of the Unit Vice President: The First and Second Vice President in the order named shall, when called upon, assist the President, and in the President's absence, perform the duties, and shall succeed them in office in case of death, resignation or removal from office.

Section 3. Duties of the Unit Secretary: It shall be the duty of the Secretary to record the proceedings and transactions of all the meetings of the Unit; to act as custodian of all books, papers, and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as are directed by the President; to process the correspondence of the Unit; to keep on file in a comprehensive manner copies of all the correspondence sent and received; and perform such other duties as shall be required of them by the President.

Section 4. Duties of the Unit Treasurer: It shall be the duty of the Unit Treasurer to receive all money belonging to the Unit and to account for them. They 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.

Section 5. Duties of the Unit Chaplin: It shall be the duty of the Unit Chaplain to offer prayer at the opening and closing of each meeting, and to perform such other duties as the President may direct.

Section 6. Duties of the Unit Historian: It shall be the duty of the Unit Historian to compile historical records of the Unit and to make a report to the Department.

Section 7. Duties of the Unit Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings 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 Junior membership dues 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, State and National assessments, by January 31, shall be classed as delinquent and shall be suspended from all membership privileges, however, such suspended member shall be notified in writing by the Secretary of the Unit of such suspension prior thereto. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December 31 of the year of delinquency shall automatically be dropped from the rolls and may be reinstated only by paying all 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 Unit #266 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 members of the Unit.

Section 4: Electronic meetings and voting may be held during an emergency situation or at any time a Unit's officers deem necessary. Notification of an electronic meeting and/or voting must be sent to each member of the Unit via email or regular mail if no email address is available and shall contain an agenda and any documents that participants will need to reference in advance so that participants can follow the flow of the meeting and/or voting procedure. Minutes of the electronic meeting must be created as well as recording the motions and votes.

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, Veteran 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 improper and prejudicial to the welfare of the Auxiliary or The American Legion, any member may be expelled from membership or any officer removed from office by two-thirds 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 hearing thereon. Either party may have the right of 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. Neither this Unit in the Department nor any member thereof shall circularize any other Unit or member thereof without the consent of a Department Executive Committee.

Section 3. Liabilities: No member or group of members shall subject this Unit to liability without authorization of the Unit.

ARTICLE IX
PARLIAMENTARY AUTHORITY

Section 1. The Unit organization shall be governed by "Robert's Rule of Order, Newly Revised," on all points not covered by this Constitution and Bylaws.

ARTICLE X
AMENDMENTS

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the members present at a regular meeting, provided the proposed amendments shall have been read at the 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 be automatically 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 July 11, 2022


UNIT PRESIDENT


UNIT SECRETARY


UNIT CONSTITUTION AND BYLAWS CHAIRMAN

Department Constitution & Bylaws Chairman

Date Approved

STANDING RULES
AMERICAN LEGION AUXILIARY UNIT GLENN PETERS 266, INC.
DEPARTMENT OF FLORIDA

In addition to the articles in the Constitution and Bylaws, the Unit shall have the following rules.

1. The regular meetings of the AMERICAN LEGION Auxiliary Unit shall be held on the 1st Monday of each month, unless otherwise specified and shall be called to order at 6:30PM. An Executive Committee Meeting shall be held the on the 1st Monday of each month, unless otherwise specified, and shall be called to order immediately after the Auxillary meeting, if necessary. These meetings can be held in person, by virtual means (Ex. Facebook, Microsoft Teams, Go To Meetings, Skype, Zoom, etc.), or a combination of both.
2. SIX members of this Unit shall constitute a quorum at any scheduled meeting of the Unit.
3. The annual membership dues of the Unit shall be \$35.00 for Senior members and \$8.00 for Junior members to be paid annually or for life and shall be included 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 President, Vice President, 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 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. 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.
10. A gift will be presented to the State President in the sum of \$50 when she makes her yearly visit to our unit. A gift will be presented to the District President in the sum of \$25 when she makes her yearly visit to our unit.

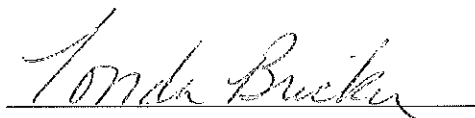
11. Delegates attending any Legion activities: meetings, workshops, district meetings, conferences and conventions must be dressed business professional in the Auxiliary uniform of Presidents choice with name badge.

12. Auxiliary will host events to help compensate the delegates attending workshops, conventions and conferences as follows: The Presidents hotel fees will be covered as long as they are attending classes and meetings. The President must come back and give a report to the unit at the next meeting. The President will receive \$100 per day for daily expenses (gas, food and auxiliary fees). The President will elect the delegates to attend conferences and conventions. Any delegates attending will receive a daily expense money based upon the President and Treasurers discretion based upon unit funds. All delegates must give a report to the unit at the next meeting of their what they learned. Any delegate that does not attend their classes and a majority of the meetings will return fees back to the unit based upon the President and Treasurers discretion. Any delegate sharing a room with a Legionnaire, Son or Rider the unit will only cover half of their room fee. No delegate shall room alone. Any delegate not sharing a room with another delegate the unit will only cover half their room fee.

THIS STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON July 11, 2023


UNIT PRESIDENT


UNIT SECRETARY


UNIT CONSTITUTION AND BYLAWS CHAIRMAN

Department Constitution & Bylaws Chairman

Date Approved