

Constitution and By-Laws  
Walt Zack Memorial  
American Legion Auxiliary Unit 270 Port Orange  
Department of Florida

Preamble:

For God and Country, we associate together for the following purpose:

To uphold and defend the Constitution of the United States of American; 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 the right the master or might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom, and democracy; to participate in and contribute to the accomplishment and aims and purposes of the American Legion; to consecrate our association by our mutual helpfulness.

Constitution:

Article 1. Name

The name of this organization shall be the Walt Zack Memorial American Legion Auxiliary Unit 270, Inc. Department of Florida.

Article II. Nature

Section 1. The American Legion Auxiliary Walt Zack Memorial Unit 270, Inc. is a civilian patriotic service organization of women that supports the mission of The American Legion.

Section 2. The American Legion Auxiliary Walt Zack Memorial Unit 270, Inc. shall be absolutely nonpolitical and shall not be used for the 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 Walt Zack Memorial Unit 270, Inc., 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 grandmother, mother, sisters, wives and direct and adopted female descendants of all men and women who were in the Armed Forces during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 2, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990 to the date of cessation of hostilities as determined by the Government of the United States, all dates inclusive, or who, being citizens of the United States of the time of therein, serve on active duty, in the Armed Forces of any governments associated with the United States during any said periods, and died in the line of duty, or after honorable discharge; and to those women of their own right are eligible of 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 of 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 classed as a Senior.
- B. Junior membership shall consist of the group under the age of eighteen (18) years, whose activities shall be supervised by the senior membership. Upon reaching the age of eighteen (18) years, junior members shall be automatically admitted into senior membership with full privileges.
- C. Dues of 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. A recording Secretary may be elected or appointed. A Parliamentarian may be appointed.

#### Article VI. Executive Committee

Section 1. There shall be an Executive Committee, which shall consist of all officers and three additional members-at-large elected annually by the Unit. The term of officers 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. The Constitution may be amended by a two-thirds (2/3) vote of the members at a regular meeting, provided the proposed amendments shall have been read at the previous meetings.

Section 2. This Constitution shall be automatically amended to conform to the National and a Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

Section 3. Amendments not having been read may be adopted by the unanimous vote of the members present.

## Bylaws

### Article 1. 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 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 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 the members of the Executive Committee shall constitute a quorum.

Section 4. Special meeting may be called by the order of the President or on written or electronic request of at least three members of the Executive Committee. Uniform notice of such special meeting shall be given to all members of the Executive Committee; except in extreme emergency, shall be given at least forty-eight (48) hours in advance. At special meetings only business specified be transacted.

### Article II. Duties and Powers of Officers

#### Section 1. Unit President

It shall be the duty of the President to preside at all meetings of the Unit and the Executive Committee; to enforce strict observance of the Constitution and Bylaws; to appoint members of the Standing Committee; to create such other committee and appoint members thereof as she deems advisable; to perform such other duties as custom and parliamentary usage requires and to appoint all officers not otherwise provided for.

#### Section 2. Vice President

The First and Second Vice President in the order named shall, when called upon, assist the President and in her absence her duties, and shall succeed her duties, and shall succeed her in office in case of death, resignation, or removal.

#### Section 3. Secretary:

It shall be the duty of the Secretary to receive and answer official mail under the direction of the President; or keep on file, in 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

to active membership. Any member delinquent to December 31<sup>st</sup> of the year of delinquency, shall automatically be dropped from the rolls and be reinstated only by paying a back dues or by re-establishing eligibility and making application as a new member.

#### Article IV. Unit Meeting

Section 1. The regular scheduled meetings of the American Legion Auxiliary, Walt Zack Memorial Unit 270, Inc. shall be held 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. Elections

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 request of three (3) members of the Unit.

Section 2. Elections shall be by ballot, and a majority of 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 that purpose not more than ninety (90) days prior, nor less than fifteen (15) days prior, to the 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, or Department Convention shall be elected not less than two (2) weeks prior to the Conference or Convention. Alternates shall have priority in order of their election.

#### Article VI. Committees

Section 1. The Unit shall have the following Core Committees: Americanism, Children & Youth, constitutions 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 Department of Florida shall be upon application of the member to, and acceptance by, the other Unit, in conformity with the National and Department Constitution and By Laws.

#### Article VIII. Discipline

Section 1. For any violation of the Unit, Department 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 office removed from office by a two-thirds (2/3) vote ay a Unit meeting duly called for that purpose, said expulsion or removal to be binding only in the event said member or officer shall be given a 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 the borne of the appellatant.

Section 2. No member, or group of members, shall subject this Unit to liability without authorization of the Unit.

#### Article IX. Parliamentary

Section 1. The Unit organization shall be governed by "Roberts Rules of Order Newly Revised" on all points not covered in National and / or Department Constitution and By Laws.

#### Article X. Amendments

Section 1. These By- Laws may be amended by two-thirds (2/3) vote of members present at a regular meeting, provided the purposed amendments shall have been read at a previous Unit meeting.

Section 2. These By- Laws shall be automatically amended to conform to the National and Department Constitutions and By Laws and Standing Rules of the American Legion.

Section 3. Amendment not having been previously read may be adopted by the unanimous vote of the members present.

THIS CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON Nov 15 - 2022

Shirley F. Hassen

Unit President

Susan Peerce

Unit Secretary

*Susan Purcell*

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Unit Constitution and Bylaws Chairman

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Department Constitution & Bylaws Chairman

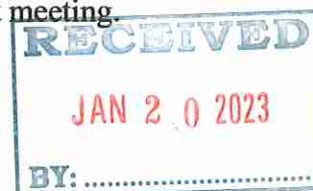
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Date Approved

American Legion Auxiliary Walt Zack Memorial Unit 270, Inc.

STANDING RULES

1. The regular schedule meeting of American Legion Walt Zack Memorial Unit 270, Inc. shall be held on the third (3<sup>rd</sup>) Tuesday of each month, unless otherwise specified and shall be called to order at 2pm.
2. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit. With at least one (1) Officer in attendance.
3. The annual Senior membership dues of the Unit shall be \$45.00 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, Treasurer or 1<sup>st</sup> Vice President are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two (2) of the three (3) above signatures.
6. All activity money is the responsibility of the Treasurer and no money leaves the premises. Collected project funds, daily or otherwise, shall go directly to the Treasurer.
7. All members responsible for Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarter.
8. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected or appointed to carry on the duties normally by the Secretary.
9. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by President, for the purpose of presenting a budget for the ensuring year.
10. The President shall appoint a committee to assist the Post on special yearly functions which are held jointly. The Unit will share expenses with the Post.
11. Get Well and Sympathy cards will be sent to members or member's family in accordance with the situation.
12. It is recommended that the president is limit to two (2) terms, but not necessary.
13. It shall be the duty of the First Vice President, to promote membership..
14. Second Vice President's duties will include social activities.
15. Any Unit member that attends the State Convention, the Unit will paid for one (1) night hotel room for delegates attending. The delegates will pay all expenses. At the next regular meeting the delegates will be reimbursed. If two (2) members stay in one (1) room for one (1) night they will only get reimbursed for one-half (½) of the room expenses. Fall Conference and State Convention.
16. Twenty-five cents (.25) per mile for the driver and Five (\$5) for passages for Fall Conference and State Convention.
17. Key cards for the Post Home will be be paid by new or transfer members not the Unit.
18. The ballots shall be counted by an election board, consisting of a Past President as Judge and a teller chosen by each opposing candidate. Ballots will be counted in secret within the election room. The Judge shall announce the name of the winner not the number of votes received. Ballots shall be burned after results are tallied and announced.
19. All members transferring into Unit 270 shall be voted on at the regular Unit meeting.



THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR  
UNIT MEETING ON Nov 15 2022

Shuley Frase  
Unit President

Susan Pierce  
Unit Secretary

Susan Pierce  
Unit Constitution & Bylaws Chairman

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Department Constitution & Bylaws Chairman

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Date Approved