

APR 17 2024

Dunedin Memorial Unit 275
Standing Rules

February 13, 2024

Attached is a copy of the current Dunedin Memorial Unit 275 Standing Rules approved February 13, 2024. There were no changes to the Constitution and Bylaws dated Marh 9, 2022.



American Legion Auxiliary
Dunedin Memorial Unit #275
360 Wilson Street
Dunedin, Florida 34698

February 13, 2024

Secretary/
Constitution & Bylaws Chairman
American Legion Auxiliary
Department of Florida
1912A Lee Road
Orlando, FL. 32810

Re: Dunedin Unit 275 Constitution & Bylaws

Enclosed is one original signed copy of American Legion Auxiliary Dunedin Memorial Unit 275 revised Constitution, Bylaws and Standing Rules. The only changes are in the Standing Rules.

For God and Country,

Patricia I. Devine, Unit Chairman
Constitution & Bylaws
1213 Inverness Drive
Dunedin, Fl. 34698

pid
Encl:

CONSTITUTION, BYLAWS AND STANDING RULES
OF
AMERICAN LEGION AUXILIARY
DUNEDIN MEMORIAL UNIT 275, INC.
DEPARTMENT OF FLORIDA
360 WILSON STREET
DUNEDIN, FL 34698
February 13,2024

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, Dunedin Memorial Unit 275, Inc. Department of Florida.*

ARTICLE II – NATURE

Section 1: American Legion Auxiliary, Dunedin Memorial Unit 275, Inc. is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2: American Legion Auxiliary, Dunedin Memorial Unit 275, Inc. shall be absolutely nonpolitical 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, Dunedin Memorial Unit 275, Inc. Department of Florida, shall be as stated in the Preamble to the Constitution.

ARTICLE IV – ELIGIBILITY

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 as listed below and shall be updated as appropriate.

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 dies 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 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.

ARTICLE V – UNIT OFFICERS

Section 1: The Unit shall elect annually a President, First Vice President, Second Vice President, Treasurer, Chaplain, Historian, Sergeant-at-Arms, Assistant Sergeant-at-Arms and Five (5) Members at Large.

Section 2: The President shall appoint a Secretary before the date of installation.

ARTICLE VI – EXECUTIVE COMMITTEE

There shall be an Executive Committee, which shall consist of all officers including the Five (5) Members at Large and the immediate Past President.

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 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 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 succeeded.

Section 3: Majority of the Executive Committee shall constitute a quorum.

Section 4: The Executive Committee shall meet once a month. Special meetings may be called by order of the President, or written request of at least three (3) members of the Executive Committee.

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 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 the President is absent, perform the duties of that office and shall succeed to that 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 Auxilliary.

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 separate funds, namely a General Fund, Sunshine 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 pay orders signed by the President and shall maintain their orders as vouchers. The Treasurer shall keep account of all receipts and expenditures, making an annual report thereon and such other reports as may be deemed necessary by the Unit Executive Committee. The Treasurer's accounts shall be audited annually. The Treasurer shall pay all current bills 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 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.

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, State, 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 IV -- UNIT MEETINGS

Section 1: The regular scheduled meeting of American Legion Auxiliary, Dunedin Memorial Unit 275, 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 this 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: In order to participate in the election of the Unit Officers, a member shall have paid the 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.

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

Section 1: 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.

Section 2: 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. The report of this nominating committee shall be made at the regular meeting prior to the meeting designated for election. Nominations from the floor may be made at this time.

Section 3: A Budget/Audit Committee composed of three (3) members, and the Unit Treasurer, shall be elected by the general membership, for the purpose of presenting a budget for the ensuing year and performing internal audits as necessary to maintain a balanced treasury ledger. The treasurer will not have a vote on the budget, their sole purpose being presenting past treasury reports, budgets and minutes, and recording of the new budget.

ARTICLE VII – TRANSFERS

Transfer of membership from one Unit to another in the Department of Florida shall be upon application of the member 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 of 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: Liabilities: No members, or group of members, shall subject this Unit to liability without authorization of the Unit.

Section 3: Neither this Unit in the Department, nor any member thereof, shall circularize any other Unit or member without the consent of the Department Executive Committee.

ARTICLE IX – PARLIAMENTARY AUTHORITY

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

ARTICLE X - 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.

THIS CONSTITUTION, BYLAWS AND STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON FEBRUARY 13, 2024.

X


Cynthia Wuerker
Unit President


JoAnn Major
Unit Secretary

X


Patricia Devine
Unit Constitution and Bylaws Chairman

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Dunedin Memorial Unit 275, Inc. shall be held on the second Tuesday of each month, unless otherwise specified and shall be called to order at 6:30 p.m. ** An Executive Committee meeting shall be held the second Tuesday of the month unless otherwise specified and shall be called to order at 6:00 p.m.
**During an emergency situation, Unit meetings may be held in person or via electronic means. and must be made available to ALL members. In this situation, voting may be by voice, ballot, e-mail or other electronic means.
2. The Executive Committee shall act on all applications for transfer of membership at the next Executive meeting following the making of such application, and shall be at said meeting accepted, rejected or referred for further investigation and consideration.
3. Fifteen (15) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit
4. The annual Senior membership dues of the Unit shall be \$50.00 to include the Department and National per capita. The annual dues of the Junior membership shall be \$10.00 to include the Department and National per capita.
5. A \$5.00 fee will be charged for duplicate membership cards.
6. The Unit will pay the annual membership dues for female dual members for life that are currently members as of 2019 and remain a member of Unit 275 and will pay first year for any new dual members after.
7. 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, History, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
8. In addition to the duties defined in the Bylaws, the Second Vice President shall be in charge of the kitchen and will recruit the kitchen volunteers.
9. The Unit President, Unit Treasurer, Membership Chairman and immediate Past President are authorized to sign checks for the disbursement of funds from the Unit Treasury. All checks MUST have two of the four signatures. The Unit President, Unit Treasurer, immediate Part President, 2nd Vice President and Membership Chairman will have debit cards for purchases for the Unit usage, which must have all charges documented with receipts.
10. Membership Chairman is an appointed position by the Unit President.
11. All members responsible for Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department.


12. As a formality, the newly elected President, at the first Unit meeting after election, shall ask to have the appointed Secretary ratified.
13. The President shall be allotted an amount up to \$100 to be used in case of emergencies. A receipt must be presented at the next meeting.
14. The Treasurer's books shall be reviewed quarterly by the Executive Committee. Officers who have access to the account will be present for questions, but not take part in the actual audit. Two members of the Executive Committee will sign off on the audit. Copies of checks will be available.
15. The Unit will pay the annual membership dues for Katherine Ingram and Past Department President Kelli Becraft as long as they remain members of Unit 275 (i.e. honorary PUFL).
16. All Unit members present on premises at time of Unit meeting will either attend meeting or leave premises.
17. The Unit shall provide Unit Guides for all Unit Officers.
18. Any and all Applications for Emergency Funds from the "Pink Pig Fund" will have to be filled out in entirety and turned in to the "Pink Pig" committee. The Committee's finding will be final.

These Standing Rules 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.

Standing Rules not having been previously read may be adopted by the unanimous vote of the members present.

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


THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON FEBRUARY 13, 2024.

X 

Cynthia Wuerker
Unit President



JoAnn Major
Unit Secretary

X 

Patricia Devine
Unit Constitution and Bylaws Chairman