



**CONSTITUTION AND BYLAWS
OF AMERICAN LEGION
AUXILIARY**

**JIM J. GILLES UNIT # 283, INC.
DEPARTMENT OF FLORIDA
9459 Fort Carolina Road
Jacksonville, Florida 32225**

DECEMBER 14, 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 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 consecrate and sanctify our association by our devotion to mutual helpfulness.

CONSTITUTION

ARTICLE 1 – NAME

The Name of this organization shall be American Legion Auxiliary Jim J. Gilleo Unit # 283, Inc.

ARTICLE II - NATURE

Section 1: American Legion Auxiliary Jim J. Gilleo Unit # 283, Inc. is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2: American Legion Auxiliary Jim J. Gilleo Unit # 283 shall be 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 Jim J. Gilleo Unit # 283, Inc. Department of Florida Shall be 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 provided as follows and shall be updated as appropriate.

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

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

B. 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; and

C. 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

D. To those women who of their own right are eligible for membership in The American Legion.

Section 2: There shall be two (2) 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 be comprised of members under the age of eighteen (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen (18), Junior member 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, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, Assistant Sergeant-at- Arms who shall serve until their successors are duly installed or as otherwise provided.

Section 2: The Membership Chairman is appointed by the President.

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 she 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, provide 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 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 the majority vote of the entire committee. A person so elected shall hold office for the unexpired term of the member succeeded.

Section 3: A majority of the member 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 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.

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 Meeting; to enforce strict observance of the Constitution and Bylaws; to appoint members of the Standing Committee; to create such other committees and appoint members thereof as deemed advisable; to perform other 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 names, shall, when called upon, assist the President and if absent, perform the duties of the office and shall succeed to the 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 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 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 and be sued to assist the Veteran and his/her children. The Treasurer shall keep and 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. All current bills shall be paid 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 member 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.

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, 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 IV – UNIT MEETINGS

Section 1: The regular scheduled meeting of American Legion Auxiliary Jim J. Gilleo Unit # 283, 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 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 VI - COMMITTEES

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/organization support committees as provided in the Standing Rules.

ARTICLE VII – TRANSFERS

Transfers 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 VIII – 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 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 with authorization of the Unit.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The Unit organization shall be governed by "Roberts's Rules of Order, Newly Revised" on all points not covered in National and/or Department 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 amendment shall have been read at the previous Unit meeting.

Section 2: Amendment 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 AND BYLAWS WERE READ, VOTED ON AND APPROVED AT
OUR REGULAR UNIT MEETING ON DECEMBER 14, 2022**

X Yvette Moore
Unit President

X Tracy J. Shen
Unit Secretary

X Linda Noyle
Unit Constitution and ByLaws Chairman

X _____
Department Constitution & ByLaws Chairman

Date approved

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Jim J Gilleo Unit # 283, Inc. shall be held on the second Wednesday of each month, unless otherwise specified and shall be called to order at 7:00 PM. An Executive Committee meeting shall be held the second Wednesday of the month unless otherwise specified and shall be called to order at 6:00 PM.
2. Seven (7) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$40.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$8.00 to include the Department and National per capita.
4. **The Unit shall have the following Core Committees:** Americanism, Audit, Auxiliary Emergency Fund (AEF), _____, Children & Youth, Community Service, Constitution and Bylaws, Education, Girls State, Junior Activities, Leadership, Legislative, Veterans Affairs & Rehabilitation (VA&R), and such other missions and member/organizational support as provided in the Standing Rules.
5. **Unit Elected Officers**, consisting of President, 1st Vice President, Secretary, Treasurer, and the appointed Membership Chairman are authorized to sign checks for disbursement of funds from the Unit Treasurer. All checks must have two (2) of the five (5) 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. **A Budget Committee** composed of three (3) members, including the Unit Treasurer, shall be appointed by the President, for the purpose of presenting a budget for the ensuing year.

8. 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 to be presented by this committee. This committee is to form no later than two (2) months prior to election. Our Unit elections are held in May.

9. An Auditing Committee, composed of three (3) members, shall be elected by the members for the purpose of auditing Treasurer's accounts at the close of each term and every three (3) months, making a report of the audit to the Unit.

10. Sunshine Fund: Registration and collection of the Sunshine Fund shall be completed by the Sergeant-At-Arms after the General Membership meeting. The Sunshine Fund will be used to assist the VA&R programs.

11. The Unit President selects Past Officer pins to be presented to the Officers and Members at Large at the end of her/his term in office. These shall be ordered and paid for by the Unit Treasurer.

12. Membership: Membership pins shall be presented by the Membership Chairman. The Unit Treasurer shall order and pay for them.

Membership credit issued by Department will be presented to the General Membership for approval before using. All Membership cards are to remain in safe and not mailed or given out until the Unit has received the Membership dues from the member.

13. The Secretary will make four (4) copies of the regular minutes. One copy or the President, one copy for the Treasurer. One copy for the Historian and a copy will be placed in the file which will be kept in the office and made available for viewing by any member who requests. The Secretary is also responsible for all correspondence (example: weekly blast, emailing minutes two (2) weeks prior to next meeting).

14. The Treasurer will make her/his report at each general meeting. Copies of the report will be made available for the President and Secretary and one shall be

kept with the monthly statement to be turned over annually for the audit. Also, copies will be made available for viewing by members in attendance. All checks must be supported with proper authorization, such as minutes, budget, or Standing Rules. All expenditures must be reported to the General Membership. The Treasurer is to state every month the outstanding checks and a list on the report to the General Membership and inform the President prior to the monthly Unit meetings. After 90 days the Treasurer will investigate outstanding checks and report to General Membership and will provide full documentation on checks not cashed for audit packet. The Treasurer will provide in the financial statement to the General Membership the true bank balance and a list of all checks not cashed. The checkbook will be relinquished to the President or pro-temp if on vacation or unavailable. If there is a secured area on the premises for the checkbook, it will remain in that secured area until the Treasurer is replaced, and an audit will be necessary at that time. She/he is required to be present at the Audit Committee meeting if questions arise. When a check is written, the second signature may be signed in advance without the certified amount put thereon. If indicated as needed contact the Treasurer within one week to make arrangements to turn in all funds raised, unused funds and receipts.

Receipts will be attached to the report. Receipts shall not include personal items. All monies spent must be approved by a motion of the membership at General Unit meeting if not meeting prior to the event.

The Treasurer shall be responsible for making reservations for rooms for Convention, Workshop and Fall Conference. The debit card shall only be used for Hotel Reservations and shall stay with checkbook in safe.

15. **1st Vice President** shall maintain the Motion Book at each Unit meeting.

16. **The Immediate Past Unit President:** shall request in writing to be a member of the Executive Committee along with the three (3) elected Members at Large. Must be approved by the General Membership. She/he shall have a voice only for mentoring the incoming Unit President, elected Officers and Committee Chairmen.

17. The Second Vice-President shall be responsible for all monthly dinners and other events as needed. The Second Vice-President may appoint a Committee of two (2) members to assist her/him.

The Second Vice-President and her/his Committee shall collect all monies and verify the amount with two (2) signatures on envelope before turning over to the Treasurer. The Treasurer will then give a receipt. The Second Vice-President will report all expenses spent at next General Session.

18. All donations: In the event there are remaining funds the funds will be rolled into the following year's budget as a separate line item in the budget for the same event/program. Any member receiving General Membership fund, budget funds or an approved donation must disclose all expenditures at the following General Membership meeting. All donations or monetary goods received by any member from an individual or organization will be issued a donation letter by the President, and the funds shall be turned over to the Treasurer to deposit into the Auxiliary account.

19. Solicitations: All solicitations from the American Legion, Sons of the Legion, American Legion Riders or any outside organization for a donation of funds for a project/event must be accompanied by a letter stating the purpose of the solicitation and signed by the President and Chairman.

20. All Junior Expenditures must be approved at the regular General Membership meeting prior to the event.

21. Alcohol: No alcohol or smoking will be allowed at either the Executive Committee meeting or the General Membership meetings. Cell phones will be turned off/muted. Violators will be fined \$5.00 and donated to the Sunshine Fund. No alcohol may be consumed by anyone attending before or during any children's event.

22. No member shall use Legion funds to purchase Auxiliary items.

23. Eligibility requirements for Convention: Must be a Member in Good Standing and have attended (6) Unit meetings during the year, must assist in three (3)

Auxiliary fun raiser and must attend at least one (1) breakout session and the General Session at Convention.

Eligibility requirements for Workshop: must be a Member in Good Standings and attend the General Session.

Eligibility requirements for Fall Conference: must be a Member in Good Standings and have attended three (3) Unit meetings, attend the General Sessions and at least one (1) breakout session while at Fall Conference.

Annual Convention Delegates, Workshop and Fall Conference Attendees: If available in the budget, funds for Department Convention expenses will be available as follows: Delegates to Department Convention, attendees at Workshop and Fall Conference will be reimbursed a portion of the total amount budgeted for expenses. The budgeted amount will be distributed equally among all Delegates/attendees up to \$100 for expenditures, provided that they attend said events. If attending with another individual that is not a member of the Auxiliary (ex: spouse, significant other) and the room has been paid for, there will be no reimbursement for the room. The Unit will pay for two (2) rooms with four (4) eligible members per room, three (3) nights for Convention and to (2) nights for Workshop and two (2) nights for Fall Conference. If a new member has not been a member for 6 months, she/he will not be eligible for reimbursement.

24. Chaplain: Shall mail cards, visit the sick and purchase flowers or a dish garden for a hospitalized member, not to exceed \$50.00 plus delivery large. The hospitalized member must be confined for (2) day to be eligible to receive flowers. In case of death of a member, a member's family (i.e. parent, husband, child, relative by marriage), or active non-member volunteer (who is eligible for membership i.e. male Legionnaire, SAL or wife if SAL) the Chaplain or President will consult with the next of kin concerning a charitable donation in memory of the deceased or flowers not to exceed \$75.00 plus delivery charge. All invoices are to be endorsed to the American Legion Auxiliary Jim J Gilleo # 283, Inc Department of Florida and given to the Treasurer.

25. Candidates for Office: All candidates running for Office must be in Good Standings and have a valid Auxiliary Unit # 283 Membership card prior to voting.

26. Elections:

- A.** Unit President shall appoint a Chairman to coordinate the election.
- B.** Election Chairman: The Election Chairman will prepare the ballots, coordinate the election and be the custodian of the ballot box. The Election Chairman will appoint two (2) members to assist in counting and recording the votes.

27. Election by Ballot:

- A.** Ballots are to be given to identified voting members only.
- B.** The names of the candidate for each office may be written on the ballot, or the voter may write the name of her/his choice on the ballot. When there is one (1) candidate for an office, the ballot may be dispensed with, the nominee declared elected.
- C.** The identity of the voter must not be indicated in any way as a ballot is a secret vote.
- D.** Instructions may be given to the assembly concerning the method of making the ballot. The form of the report of the Election Committee for each office to be filled is as follows: (example)): "For President" Number of votes cast-30, necessary for election-16, Brown received 19, Jones received 10, Davis received 1".
- E.** An unmarked (blank) ballot is just a scrap of paper and is not counted in election.
- F.** The Election Committee has no authority to make any changes on the election ballot or mark it in any way.
- G.** The vote cast for each office must be preserved in such manner that if the election is questioned, the vote may be verified by a count. When slips of paper are used for each separate office, the votes cast for each office must be sealed in a separate packet. In counting the ballots, every name for which a vote has been cast must be reported by the Election Committee Chairman prior to the next office being voted on.
- H.** The President will announce the newly elected officers.
- I.** National Pandemic or Disaster: Elections may be held in the parking lot of the American Legion Post # 283.

Guidelines: The member shall check in at the appropriate site providing valid membership card then proceed to Election Chairman. All candidates' names shall

be put on ballots providing a blank line for write ins. As members receive ballot the Election Chairman shall explain ballot with instructions.

Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting, or if notice has been given, by a majority vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT GENERAL ASSEMBLY MEETING ON DECEMBER 14, 2022.

Yvette Moore
Unit President

Tracy L. Allen
Unit Secretary

Linda Noyle
Unit Constitution & Bylaws Chairman

Department Constitution & Bylaws Chairman

Date Approved