

**CONSTITUTION AND BYAWS
AMERICAN LEGION AUXILIARY
AL KREITEMEYER UNIT 284, INC
DEPARTMENT OF FLORIDA
P.O. BOX 2456 BELEVUE, FLORIDA 34421-2456**

PREAMBLE

For God and Country, we associate ourselves, together for the following purposes to uphold and defend the Constitution of the United State of America, to maintain Law and order; to foster and perpetuate a hundred percent Americanism; to preserve the memories and incidents of our associations during All Wars; to inculcate a sense of individual obligation to then community, state and nation, to combat the autocracy of both classes and 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 Légion to consecrate and sanctify our association by our devotion mutual helpfulness

CONSTITUTION

Article I ELIGIBILITY

SECTION 1. Membership in the American Legion Auxiliary shall be limited to the direct and adopted Descendants of all men and women who were in the armed Forces of the United State during all wars.

SECTION 2. There shall be two classes of membership; Senior and Junior

- a. Senior membership shall be composed of members age 18 and older
- b. Junior membership shall consist of that group under the age of 18, whose activities shall be Supervised by the Senior membership. Upon reaching the age of 18 Junior members shall be automatically admitted into Senior membership.

Article II Executive Committee

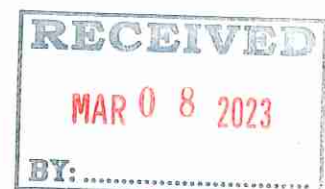
There shall be an Executive Committee, which shall consist of all officers plus current Past President and two additional members at large elected by the unit. They shall be installed along with the unit officers. The term of office for members of the Executive Board shall be for one year.

Article III Fiscal Year

The Fiscal year shall be the same as that of the Department.

Article IV Amendments

SECTION 1. This Constitution may be amended by two-thirds 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 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.

This Constitution was read, voted upon and approved at our regular meeting on April 4, 2022

x *Sandra Leonard*

UNIT PRESIDENT

x *Loretta Ciampi*

UNIT SECRETARY

BYLAWS

ARTICLE 1 – EXECUTIVE COMMITTEE

SECTION 1; Between meetings the government and management of this unit shall be entrusted to the Executive Committee.

Section 2; A vacancy on the Executive Committee from any cause other than expiration of term shall be filled by a majority vote. A person so elected shall hold the office for the unexpired term of the member vacated.

SECTION 3; A majority of the members of the Executive Committee shall constitute a quorum.

SECTION 4; Special meetings may be called by order of the President or by written or electronic request of at least three 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 hours in advance. At special meetings, only business specified shall be transacted.

ARTICLE II DUTIES AND POWERS OF OFFICERS

SECTION 1; Duties of 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 they deem 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-Presidents; The First and Second Vice Presidents, in the order named shall, when called upon, assist the President in their absence, perform the duties and succeed them in 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 all 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 a 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 vested with such authority as it is necessary to carry out the 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. Treasurer shall pay the bonding fee as determined by the Department Office. The Treasurer shall maintain two separate funds, namely a General Fund and a 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 keep an accounting of receipts and expenditures, making an annual report and such other reports as may be deemed necessary by the Unit Executive Committee. The accounts shall be audited annually. All current bills are to be paid before transferring funds, books vouchers and papers belonging to the unit to the new Treasurer.

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 is the Historians responsibility to compile the historical records of the Unit and to make a report to Department.

SECTION 7; Duties of the Sergeant-at-Arms; It shall be the duty of the Sergeant-at-Arms to preserve order during the meeting of the Unit and 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 stated in the current Standing Rules, which shall include 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 3 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 by 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 try re-establishing eligibility and making application as a new member.

ARTICLE IV – UNIT MEETINGS

SECTION 1; The regular scheduled meeting of American Legion Auxilliary, Al Krietemeyer Unit # 284, Inc. shall be held as stated in 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 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 the members of the Unit.

SECTION 4; Electronic meetings and voting may be held during an emergency situation or at anytime 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

ATRICLE V - ELECTION

SECTION 1; Elections shall be held annually. In order to participate in the election of the Unit Officers, a member shall have their 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 90 days prior to Convention nor less than 15 days prior.

SECTION 4; The Unit shall notify the Department Secretary of the names and addresses of such newly elected officers not less than 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 weeks prior 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 and 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

Transfer of membership from one unit to another in the Department of Florida shall be on application of the member in 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 of the conduct improper and prejudicial to the welfare of the Auxiliary or the American Legion, any member may reexpelled from membership or any officer may be removed from office by a 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 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; Any member may report a violation of bullying in writing without fear of retaliation in the Department Office. The organization considers all inquiries and complaints about actions of members to be strictly confidential. The complaint will provide a process for the Department Executive Committee to investigate and act on the violation. Such process shall be a committee of three (3) members consisting of the National Executive Committee person, the Department First Vice President and one Past Department President (from a different District than the complaint) who shall be appointed by the Department President with the National Committee person serving as the Chairman. This committee will investigate and recommend disciplinary action to the full Executive Committee for vote.

The committee shall render discipline appropriate to the violation. Said discipline shall be binding. However, the disciplined member has the right to appeal the discipline and its ultimate action shall be final.

SECTION 3; No member, or group of members, shall subject this Unit to liability without authorization of the Unit.

ARTICLE IX – PARLIAMENTARYY AUTHORITY

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 bylaws.

ARTICLE X – AMENDMENTS

SECTION 1; These Bylaws may be amended by two-thirds vote of the members present 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 unanimous vote of the member 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

THE CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON April 4, 2022

X *Sharon Leard*

UNIT PRESIDENT

X *Foretha Campisi*

UNIT SECRETARY

STANDING RULES

SECTION 1; The regular scheduled meeting of American Legion Auxiliary Al Kriemeyer Unit #284, Inc. shall be held on the first Monday of each month, unless otherwise specified and shall be called to order at 7:00 p.m. An Executive Committee meeting shall be held the third Monday of the month unless otherwise specified and shall be called to order 6:30 pm.

SECTION 2. ~~Seven~~ members of the Unit shall constitute a quorum at any regular scheduled meeting of the Unit.

SECTION 3. The annual Senior membership dues of the Unit shall be ~~\$35.00~~ to include Department and National per capita. The annual dues of the Junior Membership shall be \$7.00 to include the Department and National per capita.

SECTION 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, Pat Presidents Parlay, Poppy, Public Relations.

SECTION 5. Unit elected officers consisting of President, Secretary and Treasurer are authorized to sign checks for disbursement of funds from Unit treasury all checks must have two of the three signatures.

SECTION 6. All members responsible for the Unit funds shall be bonded through the Fidelity bond and the unit will pay the annual premium in Department Headquarters.

SECTION 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.

SECTION 8; A Budget Committee composed of three members including the unit Treasurer and two members appointed by the President, for the purpose of presenting the budget for the ensuing year.

SECTION 9; A nominating Committee composed of three 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 months prior.

SECTION 10; The Unit President and Secretary by virtue of their offices shall be automatic first and second delegates to all conventions requiring the election of delegates and alternates.

SECTION 11; The registration fees for delegates and alternates shall be paid by the Unit.

SECTION 12; Each officer shall be given a Unit guide paid by the Unit at the beginning of each ensuing administrative year.

SECTION 13; New members shall be given an American Legion Auxiliary pin when initiated.

SECTION 14. A \$500.00 scholarship shall be used by candidates residing in Marion County and used in the state of Florida subject to guidelines set by the Unit Scholarship committee.

SECTION 15; Flowers or a gift not to exceed \$25.00 shall be sent to a hospitalized member if their dues are current.

SECTION 16; The Unit presents the outgoing President with a Past Presidents pin and a gift not to exceed \$150.00

SECTION 17 The Unit shall donate \$100.00 monthly to designated purchasing agent for transportation for the purpose of purchasing items for the Auxiliary.

SECTION 18; The Veterans Affairs and Rehabilitation Chairman for the current year is responsible for preparing comfort articles for the ensuing year.

SECTION 19; The Unit will pay the lodging for the Auxiliary Delegates sharing a room (2 to a room) to the 4 days 3 nights of department Convention. A delegate going with a Legionnaire whose lodging has been paid by the post will not be entitled to an additional room allowance,

SECTION 20; Auxiliary Delegates shall receive \$25.00 a night to defray expenses. The drivers will receive \$25.00 for gas and \$10.00 for tolls when delegates ride in the same car, provided the money is available in the Treasury. Delegates are required to attend all sessions.

SECTION 21. All existing Auxiliary sponsored programs will be carried out annually by the Unit directed by the Chairman. All monies will be paid by the Unit upon presentation of such bills provided the expenses are itemized and listed under the heading of such projects as Children & Youth. Community Services etc.

SECTION 22. The Executive Committee shall be allowed to spend up to two hundred dollars (\$200.00) without the approval of the general membership.

SECTION 23. It is the duty of the Secretary to accept new applications or transfers as long as the Legion approved their eligibility or the member transferring in show their membership card.

SECTION 24. At the discretion of the Secretary/Membership Chairman an auxiliary member who qualifies may have their dues paid with the approval of the Executive Committee.

SECTION 25. The Unit will purchase the "Years of Service Certificates" and present to Unit members as they are earned.

SECTION 26. As an honor to Unit Past Presidents they shall be allowed to take part in the initiation of new members ceremony in place of officers designated.

SECTION 27. There shall be no raising of funds, for any project involving the raising of funds for charitable contributions by any member without prior approval of the Executive Committee.

SECTION 28. The Unit pays for members with 50+ years of continuous membership.

THESE STANDING RULES WERE READ. VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON April 4, 2022.

X Sharon Leard

UNIT PRESIDENT

X Loretta Campisi

UNIT SECRETARY