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Unit 287



**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF FLORIDA  
CONSTITUTION & BYLAWS**

## CONSTITUTION - 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 THE GREAT 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.**

### ARTICLE I - NAME

**The name of this organization shall be AMERICAN LEGION AUXILIARY GLENN MILLER UNIT NO. 287, DEPARTMENT OF FLORIDA.**

### ARTICLE II - NATURE

**SECTION 1. The American Legion Auxiliary is a civilian organization of women.**

**SECTION 2. The American Legion Auxiliary shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.**

### ARTICLE III - OBJECT

**SECTION 1. The object of the American Legion Auxiliary, GLENN MILLER Unit No. - 287, 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 the mothers, wives, daughters, sisters, granddaughters, and great-granddaughters of members of the American Legion, and to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters, and grandmothers of all men and women who were in the Armed Forces of the United States 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 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990 to cessation of hostilities, all dates inclusive, or 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 any of said period, and died in line of duty or after honorable discharge; and 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.

- (A) Senior membership shall be composed of members over the age of eighteen years; provided, however, that a wife under the age of eighteen years, who is eligible under Section 1 of this Article shall be classed as a Senior member.
- (B) Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be 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, Chaplin, Historian and Sergeant-At-Arms.

## **ARTICLE IV - EXECUTIVE COMMITTEE**

**SECTION 1.** There shall be an Executive Committee which shall consist of the Officers and three additional Members-At-Large elected by the Unit.

## **ARTICLE VII - FISCAL YEAR**

**SECTION 1.** The fiscal year shall be the same as that of the department.

## **ARTICLE VIII - AMENDMENTS**

**SECTION 1.** This constitution may be amended by a two-thirds vote of the members present at regular Unit meeting, provided the proposed amendments shall have been read at the previous meeting.

**SECTION 2.** Amendments not having been previously 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 America Legion Auxiliary.

## **BY-LAWS**

### **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 of 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 vote of the entire committee. A person so elected shall hold office for the unexpired term of the member whom she succeeds.

**SECTION 3.** One-third of the members of the Executive Committee shall constitute a quorum.

## BY-LAWS CONTINUED

**SECTION 4.** *The Executive Committee shall meet once a month special meeting may be called by order of the President or on written request of at least three members of the Executive Committee.*

### ARTICLE II - DUTIES AND POWERS OF OFFICERS

**SECTION 1. Duties of the Unit President:** Shall be the duty of the President to preside at all meeting of the Unit and the Unit Executive Committee; to enforce strict observance of the Constitution and By-laws; to appoint members of the Standing Committee; to create such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for.

**SECTION 2. Duties of the Vice President:** The first and Second Vice President in the order named shall, when called upon, assist the President and in her absence perform her duties, and shall succeed her in office in case of death, resignation or removal.

**SECTION 3. Duties of the Secretary:** It shall be the duty of the Secretary to record the proceedings and transactions of all meeting of the Unit; to act as custodian of all books, papers and records; to keep a record of names and address of the members, showing the source of eligibility; to send out such notices as are directed by the President; to conduct the correspondence of the Unit; to keep on file in comprehensive copies all correspondence sent and received; and perform other duties as shall be required of her 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 the same. The Treasurer shall pay all orders signed by the President or Secretary and shall retain these orders as her vouchers. She shall keep account of her receipts and expenditures, making annual report thereon, and such other reports as may be deemed necessary by the Unit Executive Committee. The accounts shall be audited annually. She shall pay over to and deliver to her successor, all money, vouchers, books and papers belonging to the Unit.

**SECTION 5. Duties of the 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.

## BY-LAWS CONTINUED

**SECTION 6. 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 such other duties as may be prescribed by the President.

**SECTION 7. Duties of the Chaplain:** It shall be the duty of the Chaplain to offer prayer at the opening of each meeting, and perform such other duties as the President may direct.

**SECTION 8.** Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.

**SECTION 9.** The office of Secretary may be combined with that of Treasure and called "Secretary-Treasurer."

## STANDING COMMITTEES

**SECTION 1.** This Unit shall have the following Standing Committees: Americanism, Auxiliary Emergency Fund, Cavalcade of Memories, Children & Youth, Community Service, Constitution & Bylaws, Education, Girls State, Junior Activities Leadership, Legislative, Membership, Music, National Security, Past Presidents Parley, Poppy, Public Relations and Veterans Affairs & Rehabilitation.

**SECTION 2.** A Nomination Committee composed of three members shall be either appointed by the President or elected by the members for the purpose of presenting a slate of officers for the ensuing year.

**SECTION 3.** An Auditing Committee composed of three members shall be appointed by the Unit President or elected by the members for the purpose of auditing the Treasurer's accounts at the close of each term, making a report of the audit to the Unit.

**SECTION 4.** A Budget Committee composed of three members shall be appointed by the Unit President or elected by the members for the purpose of presenting a budget for the ensuing year.

### ARTICLE III - DUES

**SECTION 1.** The annual membership dues of this Unit shall be \$20.00, which shall include the Department and National per capita. 3.00 gr

**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, provided, however, 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 re-establishing eligibility and making application as a new member.

### ARTICLE IV - UNIT MEETINGS

**SECTION 1.** The Regular Meeting of this Auxiliary shall be held on the second Wednesday, of each month, and shall be called to order at 7:30 pm.

**SECTION 2.** An Annual Meeting of this Unit shall be held in the month of June of each year for the purpose of electing officers.

**SECTION 3.** All applications for membership shall be approved by the Executive Committee before acceptance. Senior, and Junior.

### BY-LAWS CONTINUED

**SECTION 3.** Special Meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written request of Five members of the Unit.

**SECTION 4.** Five members shall constitute a quorum at any meeting of the Unit.

### ARTICLE V - ELECTION

**SECTION 1.** Election shall be by ballot and a majority of the votes cast shall be necessary to elect.

**SECTION 2.** Delegates and Alternates to a Department convention shall be elected at a Unit Meeting duly called for that purpose not less than two weeks prior to the convention. Alternates shall have priority in the order of their election.

**SECTION 3.** All Officers and Executive Board Members shall be elected annually at a meeting duly called for that purpose. The Secretary may be either elected or appointed according to the rules prescribed by the Department.

#### **ARTICLE VI - TRANSFERS**

**SECTION 1.** Transfer of membership from one Unit to another shall be, upon application of the member to, and acceptance by, the other Unit, in conformity with National and Department Constitution and Bylaws.

#### **ARTICLE VII - DISCIPLINE**

**SECTION 1.** For any violation of the Unit, State 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 Officers 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 Officers shall have been given least fifteen days notice in writing by the Unit Executive Committee, and their action thereon shall be final. The expense of said appeal shall be borne by the appellant.

#### **BY-LAWS CONTINUED**

**SECTION 2.** Neither the Unit in the Department nor any member thereof shall circularize any other Unit or member thereof without the consent of the Department Executive Committee.

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

#### **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

**SECTION 1.** The Unit organization shall be governed by Robert's Rules of Order, newly revised, on all points not covered by this Constitution and Bylaws.



**ARTICLE IX – AMENDMENTS**

**SECTION 1.** These By-laws may be amended by a two-thirds vote of the members Present at a regular Unit meeting, provided the proposed amendment 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 By-laws shall be automatically amended to conform to the National and Department Constitutions and By-laws and standing rules of the American Legion Auxiliary.

*2/9/2011*

**DATE APPROVED BY UNIT**

*Belinda Hill-Leroy*  
**UNIT PRESIDENT**

**APPROVED BY:**

*OTTON*  
**UNIT SECRETARY/UNIT  
BY-LAWS CHAIRMAN**

*Maureen Costello*

**DEPARTMENT CONSTITUTION &  
BY-LAWS CHAIRMAN ON**

*4/4/11*