

**CONSTITUTION AND BYLAWS  
AMERICAN LEGION AUXILIARY  
LONG KEY UNIT 305, INC  
6999 GULF BLVD, ST PETE BEACH, FLORIDA 33706  
DECEMBER 15, 2023**

**CONSTITUTION AND BYLAWS OF  
AMERICAN LEGION AUXILIARY  
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**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 good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in the 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 Long Key Unit 305, Inc., Department of Florida.

**ARTICLE II – NATURE**

**Sec.1.** The American Legion Auxiliary **Long Key Unit 305, Inc.**, is a civilian patriotic service organization that supports the mission of The American Legion.

**Sec. 2.** American Legion Auxiliary **Long Key Unit 305, 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 Long Key Unit 305, Inc., Department of Florida shall be as stated in the Preamble of 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 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 died in the line of duty or after honorable discharge,

4. and to those women who of their own right are eligible for membership in the American Legion.

#### **ARTICLE V – UNIT OFFICERS**

Section 1: The Unit shall elect annually a President, First and or Second Vice President, Arms who shall serve until their successors are duly installed or as otherwise provided (or a combination of some of these Officers).

\*Secretary is appointed by the President. (Before he date of installation).

#### **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 and the immediate past President. The term of office for members of the Executive Committee shall be for one year.

#### **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 sat 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 Unti at the next meeting for approval.

**Section 2:** A vacancy on the Executive Committee, for any cause other than expiration of a term, shall be filled by a majority vote of the entire committee. The person so elected shall hold office for the unexpired term of the member.

**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 on written or electronic request of a least three (3) members of the Executive Committee. Uniform notice of such special meeting 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:** 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 the Standing Committees; to create such other committees and appoint members thereof as deemed advisable; to perform such other duties as custom and parliamentary usage require and to appoint all officers not otherwise provided for.

**Section 2: Duties of the First and Second Vice President** – The First and Second Vice Presidents in the order named, shall, when called upon, assist the President and if absent, perform the duties of the office and shall succeed in their office in case of death, resignation and 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 the meetings of the Unit; and to keep all books, papers and records that are needed to execute 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 perform the duties of their 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 keep an 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 quarterly. 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, perform such other duties as directed by the President and to notify Department of any deceased members monthly.

**Section 6: Duties of the Historian** – It shall be the duty of the Historian to compile the historical records for 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 other 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 reestablishing eligibility and making application as a new member.

#### **ARTICLE IV – UNIT MEETINGS**

**Section 1:** The regular scheduled meeting of American Legion Auxiliary Long Key Unit 305, 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 as stated in the Standing Rules.

**Section 3:** Special meeting of the Unit may be called by the President, or by a majority of the Executive Committee, with the President, notified, or upon written request of three (3) of the members of the Unit.

#### **ARTICLE V – ELECTION**

**Section 1:** Elections shall be held annually. To participate in the election of the Unit Officers, a member shall have paid dues for the current fiscal year within 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 the winner.

THIS CONSTITUTION AND BYLAWS WERE READ, VOTED ON, APPROVED AT OUR  
REGULAR MEETING ON December 15, 2023.

x Sandra Helms  
Unit President

x Cynthia K...  
Unit First Vice

x Vanda Gimpel  
Unit Constitution and Bylaws Chairman

X December 15, 2023  
Date Approved