

**CONSTITUTION AND BY-LAWS  
OF  
AMERICAN LEGION AUXILIARY  
GULFSTREAM UNIT 310, INC.  
DEPARTMENT OF FLORIDA  
225 Southeast 1<sup>st</sup> Avenue  
Hallandale Beach, FL 33009**

**January 23, 2023**

**PREAMBLE**

**For God and Country, we associated 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 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**

**Section I. The name of the organization shall be American Legion Auxiliary, Gulfstream Unit 310, Inc., Department of Florida.**

**ARTICLE II – NATURE**

**Section 1. American Legion Auxiliary Hallandale Post 310 Inc. Is a civilian patriotic service organization that supports the mission of the American Legion.**

**Section 2. American Legion Auxiliary Gulfstream Post Unit 310, 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**

**Section 1.** The object of the American Legion Auxiliary, Gulfstream Unit 310, Inc. Department of Florida, shall be as stated in the Preamble of the Constitution.

### **ARTICLE IV – ELIGIBILITY**

**Section 1.** Membership to 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.

- (1) grandmothers, mothers, sisters, spouses and direct and adopted descendants of members of The American Legion, and
- (2) grandmothers, mothers, sisters, spouses, and direct and adopted descendants 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; and any time after December 7, 1941; 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 either eligibility periods and died in the line of duty or after honorable discharge;
- (3) grandmothers, mothers, sisters, spouses, and direct and adopted descendants 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; and any time after December 7, 1941; or who, being citizens of the United States at the time of their entry therein, 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.
- (4) 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 (18) years or 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) 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, Chaplain, Historian, Sergeant-at-Arms, Assistant Sergeant-at-Arms, who shall serve until their successors are duly installed or as otherwise provided. The Secretary will appointed

#### **ARTICLE VI – EXECUTIVE COMMITTEE**

**Section 1.** 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**

**Section 1.** The fiscal year shall be the same of the Department.

#### **ARTICLE VIII – AMENDMENTS**

**Section 1.** This Constitution may be amended by a two-thirds (2/3) vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous meeting.

**Section 2.** Amendments not having been read may be adopted by the unanimous vote by the members present.

**Section 3.** This Constitution shall automatically be amended to conform to the National and Department Constitution and By-laws and Standing Rules of the American Legion Auxiliary.

#### **BY-LAWS**

#### **ARTICLE 1 – 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 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 succeeded.

**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 at 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 forth-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 the Unit Executive Committee; 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 she deems 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 Unit 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 to the office in case of death, resignation or removal.

**Section 3** Duties of the Unit Secretary - It shall be the duty of the Secretary 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 Auxiliary.

**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 them. The Treasurer shall pay the bonding fee as determined by the Department Office. The Treasurer shall maintain two separate funds, namely a General and a Poppy fund. All Poppy donations shall be placed in the Poppy Fund and be used to assist the Veteran and his/her receipts and expenditures, making a monthly 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 Unit Chaplain - It shall be the duty of the Unit Chaplain to offer prayer at the opening and closing of each meeting, and to 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 Unit Historian - It shall be the duty of the Unit Historian to compile historical records of the Unit and 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 at the meetings of the Unit and to perform such other duties as requested by the President.

**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 Treasurer and called "Secretary-Treasurer".

#### **ARTICLE III – DUES**

**Section 1.** The annual Senior membership dues of the Unit shall be as stated in the Standing Rules which call 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 classed 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 only by paying all back dues or by re-establishing eligibility and making application as a new member.

#### **ARTICLE IV – UNIT MEETING**

**Section 1.** The regular meetings of American Legion Auxilliary, Gulfstream Unit 310, 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 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) member of the Unit.

#### **ARTICLE V – ELECTION**

**Section 1.** Elections shall be held annually. In order 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 a winner.

**Section 3.** All Offices and Executive Committee members shall be elected at a meeting duly called for that purpose not more than ninety (90) days prior not 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 then (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**

The Unit shall have the following Core Committees: Americanism, Children & Youth, Constitution & Bylaws, Membership, National Security, Audit, Veterans Affairs and Rehabilitation, and such other mission and member/organizational 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 applicant 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 removed from office by two-thirds (2/3) of the vote case 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 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 without authorization of the Unit.

#### **ARTICLE IX – PARLIAMENTARY AUTHORITY**

The Unit organization shall be governed by "Robert's Rule 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 a two-thirds (2/3) vote of the members present at a regular meeting, provided the proposed amendments shall have been read at the previous Unit meeting.

**Section 2.** Amendments that have not 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 AS READ, VOTED UPON AND APPROVED AT OUR REGULAR MEETING ON DECEMBER 4, 2022.**

Deborah Fruehs

Unit President

Ann Larsen

Unit Secretary

Deborah Fruehs

Constitution and Bylaws Chairperson

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Department Constitution and Bylaws  
Chairperson

\_\_\_\_\_  
Date Approved

### ***STANDING RULES***

- 1. The regular scheduled meeting of American Legion Auxiliary Gulfstream Unit 310 Inc. shall be held on the first (1) Sunday of each month, unless otherwise specified and shall be call to order at 1:00 p.m. An Executive Committee meeting shall be held the second Sunday of the month unless otherwise specified and shall be called to order at 1:00 p.m.**
- 2. Four (3) 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 he \$40.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$5.00 to include the Department and National per capita.**
- 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, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, Public Relations.**
- 5. Unit elected Officers, consisting of President, Vice-President, Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks must have two of the three 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. When deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed to carry on the duties normally performed by the Secretary.**
- 8. 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.**



9. 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 permission from each candidate for an office in order to be presented to this committee. This committee is to form no later than two (2) months prior to election.

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

Deborah Frieders

Unit President

Ann Lussen

Unit Secretary

Deborah Frieders

Unit Constitution and  
Bylaws Chairman

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Department Constitution &  
Bylaws Chairman

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Date Approved