

CONSTITUTION AND BYLAWS OF
ONECO UNIT 312 INC.
AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA
1610 67TH AVE. E. SARASOTA FL 34243
January 17th 2023

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 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, Christopher Cobb Unit No. 312 Department of Florida.

ARTICLE II-NATURE

SECTION 1: The American Legion Auxiliary, Christopher Cobb Unit 312 is a civilian patriotic service organization that supports the missions of the American Legion.

ARTICLE III-OBJECT

SECTION 1: The object of the American Legion Auxiliary, Christopher Cobb Unit 312 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 as follows and shall be updated as appropriate.

- (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 of 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 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 members 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, treasurer, chaplain, historian, and sergeant-at-arms, who shall serve until their

successors are duly installed or as otherwise provided. (or a combination of some of these officers). *Secretary may be appointed.

ARTICLE VI-EXECUTIVE COMMITTEE

SECTION 1: There shall be an executive committee, which shall consist of the elected officers and 3 additional members-at-large elected by the unit.

ARTICLE VII-FISCAL YEAR

SECTION 1: The fiscal year shall be the same as the department.

ARTICLE VIII AMENDMENTS

SECTION 1: This constitution may be amended by a two-third's 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 of the members present.

SECTION 3: This constitution shall automatically be 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 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 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 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 deemed 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 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 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 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, namely a General Fund, and 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 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 members 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 MEETING

SECTION 1: Special meetings of this unit may be called by the president, or by a majority of the executive committee upon written and request of three members of the unit.

SECTION 2: Five members shall constitute a quorum at any meeting 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 which the election is held.

SECTION 2: Elections shall be by ballot, e-mail, or other electronic means 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 ninety (90) days prior, nor 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 ten (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

SECTION 1: The unit shall have the following standing committees; Americanism, auxiliary emergency fund, cavalcade of memories, children and youth, community service, construction and bylaws, education, girls state, junior activities, leadership, legislative, membership, national security, past presidents' parley, poppy, public relations, and veteran's affairs and rehabilitation.

SECTION 2: A nominating committee composed of three members shall be elected for the purpose of presenting a slate of officers for the ensuing year.

SECTION 3: An audit committee composed of three members, shall be elected by the members for the purpose of auditing the treasurer's accounts at the close of each term, and making a report of the audit to the unit.

SECTION 4: A budget committee composed of three members shall be elected by the members for the purpose of presenting a budget for the insuring year.

ARTICLE VII – TRANSFERS

SECTION 1: Transfer 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 a 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 without authorization of the Unit.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The Unit organization shall be governed by “Robert’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 amendments shall have been read at a 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 Bylaws shall automatically be amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

CHRISTOPHER COBB
AMERICAN LEGION AUXILIARY
UNIT 312 INC.
1610 67TH AVE EAST, ONECO, FL 34243

THIS CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT OUR REGULAR
UNIT MEETING ON TUESDAY, MARCH 16TH 2021 AT 6:30PM.

X *Saralisa Whalen* *[Signature]*
Unit President Unit Secretary

X *James Matyska*
Unit Constitution and Bylaws Chairman

X _____
Department Constitution & Bylaws Chairman

Date Approved

AMERICAN LEGION AUXILIARY

ONECO UNIT 312

STANDING RULES

January 17th 2023

1. A past president's pin shall be purchased by the unit and presented to the president upon completion of her/his term, or a substitute of said officer already has one in possession.
2. The president shall attend all district and department meetings and encourage officers, chairperson, and members to attend.
3. All books, bulletins and important data shall be turned over to the newly elected officers within fifteen days after installation.
4. A gift shall be presented to the district president of twenty-five dollars or representative at the time of installation of new officers.
5. A gift shall be presented to the department president at the time of official visit.
6. A treasurer's report shall be given at the monthly meeting.
7. The president will be able to spend up to \$125.00 per month for emergency purchase without the consent of the membership, but must report it at the next meeting.
8. The chaplain or representative will be allowed to give a \$25.00 donation to an active member who is ill at home or hospitalized. NO emergency funding.
9. A written notice will be mailed out to members pertaining to any special meeting, stating date, time, and purpose of said meeting no other business shall be transacted at said meeting.
10. The president with approval of the membership shall appoint a membership chairman.
11. The president and two vice presidents shall help in all fund raising and entertainment functions.
12. If at any time any officer can not fulfill their duties, they will notify the president.
13. Appointment of an assistant Sgt at Arms shall be at the discretion of the president.
14. Our annual dues are \$40 to be paid on or before December 31st of each year. Junior dues are \$12 annually due on or before December 31st of each year.
15. The Regular meeting of American Legion Auxiliary Christopher Cobb unit 312 shall be held on the third Tuesday of each month unless otherwise specified and shall be called to order at 6:30pm.
16. A meeting of this unit shall be held in the month of March each year for the purpose of receiving annual reports.

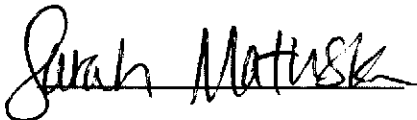
17. Auxiliary nominations will begin in the months of April/May. Newly elected officers will take over the night of nominations, or right after voting if voting needs to take place.
18. Secretary and membership duties can be appointed by the President.
19. In the event of an emergency, (hurricanes, pandemic, etc.,) Virtual meetings and elections can be held if needed.



UNIT PRESIDENT



UNIT SECRETARY



UNIT CONSTITUTION AND BYLAWS

DEPARTMENT CONSTITUTION
& BYLAWS CHARIMAN

DATE APPROVED