

Updated: January 23, 2023

**CONSTITUTION AND BYLAWS OF
AMERICAN LEGION AUXILIARY,
DEWITT B. TILDEN MEMORIAL UNIT #316, INC.
DEPARTMENT OF FLORIDA**

1127 Atlantic Blvd., Atlantic Beach, FL 32233

January 23, 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, Dewitt B. Tilden Memorial Unit No. 316, Inc., Department of FLORIDA.

ARTICLE II – NATURE

Section 1. The American Legion Auxiliary, Dewitt B. Tilden Memorial Unit #316, Inc. is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2. The American Legion Auxiliary, Dewitt B. Tilden Memorial Unit #316, 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 of preferment.

ARTICLE III – OBJECT

Section 1. The object of the American Legion Auxiliary, Dewitt B. Tilden Memorial Unit No.316, Inc., Department of FLORIDA shall be as stated in the Preamble to 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 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 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 Member.
- (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

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President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms and Assistant Sergeant-at-Arms who shall serve until their successors are duly installed or as otherwise provided.
(Or a combination of some of these officers.)

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee, which shall consist of all officers and four (4) 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

The Fiscal Year shall be the same as the Department of Florida, July 1st through June 30th.

Article VIII - Amendments

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

Section 2. Amendments not having been read at 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 Unit at the next meeting for approval.

Section 2. A vacancy on 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 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 President, 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 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 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.

Section 8. Where considered necessary, a recording secretary and a corresponding secretary may be elected to carry out the duties normally performed by the secretary.

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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 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 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 MEETINGS

Section 1. The regular scheduled meeting of the American Legion Auxiliary, Dewitt B. Tilden Memorial Unit #316, 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 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 three (3) members of the Unit.

Section 4. Electronic meetings and voting may be held during an emergency situation or at any time 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.

ARTICLE V – ELECTIONS

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, 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.

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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

The Unit shall have the following Core Committees: Americanism, Children & Youth, Constitution and 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

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 at least a 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

Section 1. The Unit organization shall be governed by “Robert’s Rule of Order, Newly Revised” on all

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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 a previous Unit meeting.

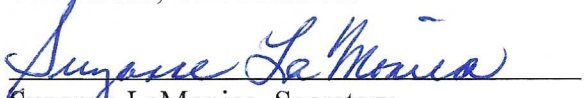
Section 2. Amendments not having been previously read may be adopted by the unanimous vote of the members present.

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.

THIS CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON January 23, 2023.



Virna Luke, Unit President



Suzanne LaMonica, Secretary



Alison McCann,
Unit Constitution & Bylaws Chairman

Approved By:

Department Constitution & Bylaws Chairman

on Date _____

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UNIT

DUES

Section 1. The annual membership dues of this Unit shall be \$40.00 for Seniors paid annually or for life and shall include the Department and National per capita. The annual membership for Juniors shall be \$5.00 paid annually until the age of 18 years.

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. 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.

UNIT MEETINGS

The regular meetings of the American Legion Auxiliary, Dewitt B. Tilden Memorial Auxiliary Unit #316, Inc. shall be held on the second Monday of each month, unless otherwise specified, and shall be called to order at 8:00 PM.

When an executive meeting is to be held, that meeting shall commence on the regular monthly meeting night as stated in the Standing Rules, starting at 7:30pm or otherwise specified by the President.

An annual meeting of this Unit shall be held not more than ninety (90) days nor less than fifteen (15) days prior to Department Convention each year for the purpose of electing officers and receiving annual reports.

Special meetings of this Unit may be called by the President, by a majority of the Executive Committee or upon written or electronic request of members of the Unit.

Four (4) members shall constitute a quorum at any meeting of the Unit.

OFFICERS

A Unit Assistant Sergeant-at-Arms shall assist the Unit Sergeant-at-Arms as needed. In the absence of the Unit Sergeant-at-Arms, the Assistant Sergeant-at-Arms shall perform the duties of the Sergeant-at-Arms.

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

The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

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ELECTIONS

Election may be by voice vote if there is only one candidate; but where there is more than one candidate for the same office, election shall be by ballot and the majority of votes cast shall be necessary to elect. Elections shall be held no more than 90 days nor less than 15 days prior to Department Convention.

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 order of their election.

All officers and executive committee members shall be elected annually at a meeting duly called for that purpose. The Secretary may be either elected or appointed according to the Unit Bylaws.

COMMITTEES

There shall be the following standing committees: Veterans Affairs and Rehabilitation, Children and Youth, Americanism, National Security, Education and any other committee that the Unit deems necessary.

A nominating committee composed of three (3) members shall be elected for the purpose of presenting a slate of Unit officers for the ensuing year.

An auditing committee composed of three members shall be appointed by the Unit President 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.

TRANSFERS

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.

These Standing Rules may be amended by a two-thirds vote of the members present at a regular Unit meeting, or if notice has been given, by a majority vote.

STANDING RULES FOR AMERICAN LEGION AUXILIARY, DEWITT B. TILDEN MEMORIAL UNIT #316, INC.

1. The President shall appoint the following committees each year: Americanism, Children and Youth, Community Service, Public Relations, Constitution and Bylaws, Education, Finance, Leadership, Girls State, Junior Activities, Legislative, Membership, National Security, V. A. & R., Poppy, and Cavalcade of Memories.

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2. The President shall appoint three (3) tellers to distribute the ballots. Elections of officers as well as membership will use ballot voting unless there is only one candidate for office.
3. In the event of there being only one (1) candidate for each office, an “all in favor” and “all opposed” vote must be taken.
4. This unit shall purchase and present a Past President’s pin to all Presidents retiring from office.
5. No alcohol will be allowed during the General Assembly. No one intoxicated will be allowed to attend meetings.
6. In the event of an emergency, the President shall be allowed to spend Fifty (\$50.00) Dollars which will be reported to the Unit at the next regularly scheduled meeting.
7. This Unit will purchase honor shields for members with consecutive membership in this Unit for at least five (5) years, and each consecutive five (5) years.
8. All elected officers will be issued a Unit Guide paid for by the Unit. All other members shall be responsible for purchasing their own Unit Guide, Rituals, and Unit Handbook. All books will be paid for in advance.
9. At the Auxiliary Christmas Party each year, gifts should not exceed Fifteen (\$15.00) Dollars.
10. Early Bird dues for this Unit will be Thirty-eight (\$38.00) Dollars, beginning after installation of officers and ending November 11. Dues for members over the age of sixty will be Thirty-five (\$35.00) Dollars. Dues for Junior membership will be Five (\$5.00) Dollars.
11. This Unit will pay for gas up to Forty (\$40.00) Dollars for out of town visits to State hospitals or V. A. hospitals.
12. All monies collected from Auxiliary functions must be counted and signed by two (2) members - no exceptions.
13. This Unit will purchase Poppy cans each year when needed. Only these cans will be allowed for collection of donations for Poppies.
14. Any Auxiliary property on loan requires permission from The Unit President, First Vice President or Secretary. The borrower will assume full responsibility for loss or damage. Borrowers must sign a receipt.
15. For the Unit to consider a member for a Paid Life Time Membership in this Unit the member must be a member in good standing, have held at least five (5) offices including office of President, and have held at least ten (10) chairmanships.

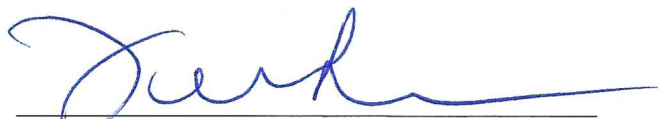
16. The Treasurer, Secretary and President shall sign the bank signature card. Any two (2) of the above shall sign the checks. When the unit has a Secretary-Treasurer, the bank signature card shall consist of the Secretary-Treasurer, First Vice-President and President.
17. All Auxiliary funds shall be deposited in a bank approved by the general membership of the Unit.
18. Each Unit officer shall turn over all records, monies, keys and pins that belong to the Unit to the successor at the installation of officers for the new year.
19. Officers shall be installed at an installation after Department Convention.
20. Funds for expenses to attend the Department Convention will be budgeted annually at the amount of \$100.00 per qualified delegate. Only Delegates who have met the eligibility requirements will be paid One Hundred Dollars (\$100.00) for expenses to attend the Department Convention. In the event that all delegate seats are not filled, disbursement will be increased evenly up to \$300.00 each, not to exceed allowable qualified delegates. Eligibility requirements are: Must have attended at least six (6) Unit meetings during the year, must have assisted in at least three (3) Auxiliary fund raisers, and must attend all General Sessions at the Convention.
21. On Auxiliary Fund Raising dinners, when available, a complimentary dinner will be given to the bartenders working during the hours of serving.
22. At the beginning of the unit's year, a budget will be completed and voted on by the general assembly. Such budget can be amended during the year if necessary and such change voted on by the general assembly.
23. All Chairmen will prepare a Plan of Work at the beginning of each year to be approved by the Executive Committee and the General Assembly. Such plans of work will be an outline of intended functions and/or fund raisers for the upcoming year. The Plan of Work can be modified as necessary, at the monthly meeting, upon approval of the Executive Committee. Any changes to past procedures must be discussed and voted on by the Executive Committee.
24. No monies will be expended without prior approval of the Executive Committee.
25. If a child has been signed up for the Christmas Party and does not attend, the gift is forfeited and will be used in the needy baskets where possible. Any leftover items will be stored and given as prizes for future children's parties.
26. No raffles shall be held in the room at any children's parties.
27. Applications for Auxiliary Unit Scholarship fund will only be accepted by members of the American Legion Family who have been members for a minimum of 36 consecutive months. Said member must have paid their dues on time for 36 consecutive months.

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28. Any receipts turned in to the Treasurer for reimbursement must be within 60 days of purchase. Receipts older than 60 days shall require approval by the Executive Committee to be paid.
29. Only members in good standing of American Legion Auxiliary, Dewitt B. Tilden Memorial Unit #316, Inc. shall be eligible to vote in any election or on any motion brought forth in all meetings of the General Assembly.

These Standing Rules of American Legion Auxiliary, Dewitt B. Tilden Memorial Unit #316, Inc. may be amended by a two-thirds vote of the members present at a regular Unit meeting, or if notice has been given, by a majority vote.


These Standing Rules were read and approved at a regularly scheduled meeting held on 23rd Day of January, 2023.



Verna Luke, Unit President



Suzanne LaMonica, Secretary



Alison McCann,
Unit Constitution & Bylaws Chairman

Updates & Changes to Constitution & Bylaws:

- Approved by Department 3/28/17
- 1/8/18: Membership Dues Increase
- Correct Page 2 (Secretary is elected) and Page 8 Specified when Executive Meeting is held under standing rules. Also, updated President's Name (for signatures) as these have to be submitted to Department.
- Adjust Steak Prices 3/8/22
- Update for new rulings as passed by Department and National conventions regarding membership qualifiers as well as dates of service. 3/8/22
- Remove # 22 in Standing Rules 5/14/22
- Remove "Bullying" section of Article VII ~ Discipline & Dues Increase 1/23/2023