

UNIT CONSTITUTION AND BYLAWS
OF
AMERICAN LEGION AUXILIARY
VETERAN'S MEMORIAL UNIT 347, INC.
DEPARTMENT OF FLORIDA
699 W. LADY LAKE BLVD.
LADY LAKE, FLORIDA 32159

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 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

Section 1. The name of this organization shall be American Legion Auxiliary, Veteran's Memorial Unit 347, Inc., Department of Florida

ARTICLE II – NATURE

Section 1. The American Legion Auxiliary Veteran's Memorial Unit 347, Inc. is a Civilian patriotic service organization that supports the mission of The American Legion.

Section 2. The American Legion Auxiliary Veteran's Memorial Unit 347, Inc. shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles, nor 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, Veteran’s Memorial Unit 347, 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 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 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 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.
- (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 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 and Sergeant-at-arms, Assistant Sergeant-at-Arms if needed, who shall serve until their successors are duly installed or otherwise provided.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee, which shall consist of all officers and seven additional Members-at-Large elected by the Unit. The term of office for members of the Executive Committee will be one year.

ARTICLE VII – FISCAL YEAR

The fiscal year shall be the same as of the Department.

ARTICLE VIII-AMENDMENTS

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

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

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 proceeding of said Committee shall be presented to the Unit on 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 they 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 forty-eight (48) hours in advance. At special meetings only business specified shall be transacted.

ARTICLE II – DUTIES 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 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 deems advisable; to perform such other duties as custom and parliamentary usage requires and to appoint all officers not otherwise provided for.

Section 2. Duties of the Vice President: The First and Second Vice Presidents, 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 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 Unit 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 a 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 her 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 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 Historian to compile the 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 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 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 only by 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 American Legion Auxiliary, Veteran's Memorial Unit 347, 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.

ARTICLE V-ELECTION

- Section 1. Election 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. Election 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 officers and Executive Committee members shall be elected at a meeting duly called for that 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 address 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 election 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 Core Committees: Americanism, Children and 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 called for that purpose. Said expulsion or removal is binding only in the event said member or officer shall have been given at least fifteen (15) day notice, in writing, by the Unit Secretary of the charges and the hearing thereon. Either party may have the right of appeal to the Department Executive Committee and their action thereon shall be final. The expense 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 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 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 not having been previously read may be adopted by the unanimous vote of the present members.

Section 3. These Bylaws shall be automatically 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 APRIL 5TH, 2023.

Unit President

Unit Secretary

Unit Constitution and Bylaws Chairman

Department Constitution and Bylaws Chairman

Date Approved

AMERICAN LEGION AUXILIARY
VETERAN'S MEMORIAL UNIT 347, INC.
STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Veteran's Memorial Unit 347, Inc. shall be held on the first Wednesday of each month, unless otherwise specified and shall be called to order at 6:00 PM. An Executive Committee meeting shall be held the fourth Wednesday of the month unless otherwise specified and shall be called to order at 9:00 AM. (Approved 9/5/18) (Change Approved 2/3/21)
2. Twenty (20) 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 be \$45.00 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. (Approved 12/6/17) (Change Approved 2/3/21)
4. In addition to the Core Committee listed in the Bylaws, (Americanism, Children and Youth, Constitution and Bylaws, Membership, National Security, Audit, Veterans Affairs and Rehabilitation) the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), History, Community Service, Education, Girls State, Cavalcade of Memories, Leadership, Legislative, Past Presidents Parley, Poppy and Public Relations. (Approved 9/5/18)
5. Unit elected Officers, consisting of the President, 1st Vice President, Secretary, Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the four above signatures. No Officer shall sign a check payable to themselves. The 1st Vice President will familiarize herself with the principles and purposes of the Auxiliary and the Unit. 2nd Vice President will assist the President and the 1st Vice President. The 2nd Vice shall act as program coordinator and see that there are volunteers for necessary events and programs.
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. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.
8. 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 the permission of each candidate

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

9. At Department Convention, the immediate Past President and the newly elected President shall be automatic Delegates. The Unit will pay for the registration of all delegates. At Department convention, the Unit will pay for a standard room and travel expenses for the outgoing President. At Mid-Winter (Fall Conference) the Unit will pay for a standard room and travel expense for the current President. Should they share their room, the Unit member would reimburse the Unit for half of the room charge. Both events shall be at a maximum stay of 4 nights. (Approved 10/3/18).
10. The Treasurer's books will be audited quarterly by the Audit Committee appointed by the President.
11. The Unit will provide a past President Pin or gift for the outgoing President at the time of the installation of a newly elected President. The Unit will provide a gift for the District President at the time of the Unit's installation. District dues shall be paid at that time and a list of the incoming officers will be given to the District President or District Secretary. A gift will be given to the Department President, upon their visit to the Unit or at a District function attended by Unit members. All amounts approved in the Unit's annual budget.
12. All Unit 347 members present on the premises at the time of the membership meeting will either attend or be requested to leave the premises (Approved 2/16)
13. All bills to be paid by the Unit must be submitted before June 15th to provide for the close of books and the Unit's audit for the fiscal year. No bills will be paid for the previous year, if submitted late, unless there is a vote of approval by the membership. (Approved 10/3/18)
14. The Unit will reimburse drivers, who car pool to the District or Department meetings, 50 cents per mile, (from Post round trip to the Post). Also elected delegates to these meetings will be reimbursed for their lunch, upon receipt, for the actual amount spent, not to exceed \$10.00 per day. Payment of lunch receipts and travel expenses will only be accepted for those delegates attending the full day session. Tolls will also be reimbursed upon presentation of receipts.
15. The Unit shall provide Unit Guides for all officers, the Executive Committee, Chaplain, Historian, Sgt-at-Arms, the following Chairman: Americanism, Children and Youth, Education, Community Service, Constitution and By-laws, Girls State, Leadership, Legislative, Membership, National Security, Past President Parley, Poppy, Public Relations and VA & R. If any of the above hold one or more Chairmanships or Offices, they would receive only one Unit Guide. Unit members may purchase the Unit Guide for the price paid by the Unit.

16. Postage will be provided for the President, Secretary, and Membership Chairman. Postage for all other committees will be paid by presentation of receipts and the proper request form.
17. All new members shall be invited to be initiated at a ceremony held for that purpose. They will receive a Constitution and Bylaws, a copy of the Standing Rules, a small American Flag, a poppy and their American Legion Auxiliary pin. Any member, who has not been initiated, is eligible to attend, provided prior notice is given to the Membership Chairman of their attendance. The Unit will have current copies of the Ceremonies available for all the required Officers.
18. All elected Officers are required to pay their dues for the incoming year prior to the Ceremony of Installation of Office.
19. Executive Committee shall consist of the President, 2 Vice Presidents, Secretary, Treasurer, Chaplain, Historian, Sgt-at-Arms, 7 members at large, 6 elected and one of which will be the immediate Past President, and all Past Presidents, in good standing with voice but no vote. The Executive Committee shall review the annual budget and prepare it for the next membership meeting for approval. (Approved 4/5/23)
20. Unit 347 Honorary membership - The Unit membership will vote on an Honorary Life membership at a regular Membership meeting. The Unit member will have been a continuous member for at least 5 years, and continue their membership in Unit 347. They will have been active and contributed the “extra” mile to the programs of the American Legion Auxiliary and to the betterment of the Unit. Serving as a Unit Officer only, will not qualify them to receive this honor.
21. Chairmen will follow the following procedure in doing a project. They will present and explain (in writing) the project to the Executive Board, for approval before making any arrangements or commitments. (This is for a new project or one not covered in the budget.) If the project is approved, the chairman can ask for a recommendation for funds, explain the venue, if volunteers are needed, etc. After approval by the Executive Committee, the project will be brought before the next Membership meeting. If then approved, the chairman can advise the people involved in the project, not before. Any money spent prior to getting approval will not be reimbursed. (Approved 5/16/19)
22. After the installation of officers, the installed President and Treasurer will change the password in the Unit computer that contains information and changes in the Unit’s financial programs (Approved 5/16/19)
23. After election all newly elected Officers and Chairmen will receive a newly revised Unit Constitution and Bylaws. (Approved 5/16/18)

24. When refreshments and/or lunch is in order for the volunteers of a project, an amount of up to \$200.00 may be reimbursed. For the regular Membership meeting, refreshments are not to exceed \$75.00 if necessary (Approved 11/1/23).
25. New and renewal membership dues for dual members of Unit 347 and Post 347 will be paid fully by the Unit. (Approved 1/17/18)
26. Check Requests - All Committee Chairman shall complete a check request form for budgeted items in their committees and all motions passed on the floor regarding their committee. All motions not connected with a Committee shall be the responsibility of the President to complete the check request form. All check requests must be submitted within 30 days of the expense. (Approved 7/5/17)
27. The Unit shall have a "Reserve Cash Account" located in the same bank as the checking account. This account is to be used only in emergency. Withdrawals and/or transfers out of this account will be recommended by the Executive Committee and approved by the General Membership. (Approved 10/7/20)
28. At the end of each fiscal year and in conjunction with the budgeting process, the Executive committee will review The Unit's finances and determine what monies will transfer into the Reserve Account. (Approved 2/3/21)
29. In the event the Unit is unable to conduct an "Annual Scheduled Election," due to circumstances beyond our control and/or an Act of God, The Executive Committee will make an effort in good faith to conduct an Electronic Election. Members are encouraged to provide The Unit office with an E-mail address. This request is being made in order to electronically inform members that have provided valid email contact information about the Offices and Candidates to be included in the Electronic Election. A closing date for voting would be announced. Officers elected through this venue will serve until the next "Annual Scheduled Election" as provided in the Constitution and Bylaws of Unit 347. (Approved 10/7/20)
30. General Meeting minutes will be e-mailed for review to each member that attended that General Meeting. The Auxiliary Secretary will report at the following General Meeting any corrections that were made to those minutes and will read all motions that were made from that General Meeting. Copies of said minutes are available at the General Meeting and are available for viewing upon request at any time as they are filed in The Auxiliary Office. (Approved 4/5/23)

31. The Treasurer shall make a \$100. deposit into the Reserve Account in December. At the end of our fiscal year, which is June, The Treasurer will deduct the \$100. from the designated amount to be deposited into the Reserve Account for that year. (Approved 4/5/23)

32. In the event that a Past President holds an elected office, the President may appoint an additional member at large in order to keep that vote active. The appointment shall be ratified by a majority vote of the Executive Committee. (Approved 6/7/23)

33. Unit 347 General Meetings shall be suspended for the months of July and August beginning with July 2024, and every month thereafter until a change is requested by the General Membership. All day-to-day business transactions during this period, including membership in its entirety, shall be handled by the Executive Committee.

34. Transfer members joining Unit 347 from Post 400 or any out of state Admin. Unit must provide DD214 documentation for their Veteran sponsor. All transfers must be voted in by General Membership.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON MAY 1, 2024.

Unit President

Unit Secretary

Unit Constitution & Bylaws Chairman

Constitution & Bylaws Chairman

Date Approved

