

CONSTITUTION AND BYLAWS OF  
AMERICAN LEGION AUXILIARY  
DOUGLAS A. MUNRO – UNIT 356, INC.  
DEPARTMENT OF FLORIDA  
400 ABERDEEN PARKWAY, PANAMA CITY, FL 32405

January 7, 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 Douglas A. Munro, Unit 356, Inc., Department of Florida.

ARTICLE II – NATURE

Section 1: American Legion Auxiliary Douglas A. Munro, Unit 356, Inc. is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2: American Legion Auxiliary Douglas A. Munro, Unit 356, 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 Douglas A. Munro, Unit 356, 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 descendants of members of The American Legion, and
- (2) grandmothers, mothers, sisters, spouses, and direct and adopted 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 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 during either eligibility periods and died in the line of duty or after honorable discharge:
- (4) to those women and men 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 consist of that group 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, Secretary\*, Treasurer, Chaplain, Historian, Sergeant-at-Arms, 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.)

\*Secretary may be appointed.

## ARTICLE VI – EXECUTIVE COMMITTEE

There shall be an Executive Committee, which shall consist of all officers and three 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 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 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 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 she succeeds.

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 in 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 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 all 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. The treasurer shall pay all current bills 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 MEETINGS

Section 1: The regular scheduled meeting of American Legion Auxiliary, Douglas A. Munro, Unit 356, 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: Elections shall be held annually. In order to participate in the election of the Unit Officers, a member shall have paid their 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.

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, or 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 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.

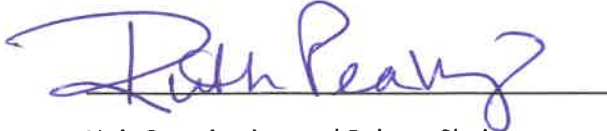
THIS CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT OUR REGUAR UNIT MEETING ON JANUARY 7<sup>TH</sup>, 2023.



Unit President



Unit Secretary



Unit Constitution and Bylaws Chairman

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DEPARTMENT CONSTITUTION & Bylaws Chairman

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Date Approved

## STANDING RULES

### UNIT MEETINGS

1. The regular scheduled meeting of American Legion Auxiliary Douglas A. Munro, Unit 356, Inc., shall be held on the first Saturday of each month, unless otherwise specified and shall be called to order at 10:00AM. An Executive Committee meeting shall be held the first Saturday of the month unless otherwise specified and shall be called to order at 9:30AM.
2. Five members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit. Five members (5) of this Unit shall constitute a quorum at any executive scheduled meeting of the Unit.
3. In cases where Bay County Unit 356 cannot meet in person, the unit shall conduct virtual meetings. The Executive Committee meeting shall be held at 9:30AM on the first Saturday of each month. General Membership shall meet at 10:00AM the first Saturday of each month. The unit will utilize Zoom for the virtual meetings. The unit shall pay any costs incurred for using this platform. Each member who has provided their email address will get an invitation link to join the meeting. Members who have provided their cell phone number will receive a text with the link.

### DUES

4. The annual Senior membership dues of the Unit shall be \$35.00 to include Department and National per capita beginning in the fiscal year of 2024. The annual dues of the Junior membership shall be \$15.00 to include the Department and National per capita.

### COMMITTEES

5. 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, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents parley, Poppy and Public Relations.
6. A Budget Committee composed of three (3) members, including the Unit Treasurer shall be elected by the members or appointed by the President, for the purpose of presenting a budget for the ensuing year.
7. 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.

7. 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.)

#### DUTIES AND POWERS OF OFFICERS

8. At the beginning of the term, each officer shall receive a copy of the Bylaws and Standing Rules, and each new officer shall receive a current Unit Handbook.

9. Unit elected Officers, consisting of the President, Treasurer and first Vice President are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.

10. In Addition to the By Laws: The President will have a fund of \$300.00 to be spent as needed for the current year.

11. In Addition to the By Laws: The Sergeant at Arms may ask any member for their membership card if that member is not recognized at the opening of a general meeting.

12. In Addition to the By Laws: Only the Treasurer will send money to the Department when deemed necessary.

13. In Addition to the By Laws: Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected or appointed to carry on the duties normally performed by the Secretary.

14. In Addition to the By Laws: The Chaplain will drape and undrape the Charter. If the Chaplain is not in attendance then the Sergeant-at-Arms will perform the duty.

a) The Chaplain will have a fund of \$500.00. This fund will be used to provide flowers/plants for members in the hospital or death in the immediate family; i.e., mother, father, spouse, brother, sister or child. This fund may also be used to provide food and/or supplies in the event a member has a death in the immediate family. Further, The Chaplain is authorized to order flowers (up to \$50.00) for any Auxiliary member in good standing who is hospitalized for 24 hours or more. However, if the member is readmitted to a hospital within six (6) months or has an ongoing illness that affects them on occasions, a greeting card shall be sufficient for acknowledgement.

15. Resignation of officers shall be submitted in writing to the President and acted on at a Unit

general meeting.

16. A Past President's pin shall be ordered by the Unit Secretary and presented at the Unit installation, or the first general meeting of the new President. This cost is not to exceed \$35.00. The name of said President should also be added to the past Presidents' plaque.

#### NEW MEMBERS

17. All new potential members and transfers who applied and filled out the required information shall receive a letter from the membership chair stating that they have received their application for membership and to inform them of the date and time of our general membership meeting each month. One week before we are to vote on the new potential members and transfer members, the membership chair will call them to invite them to the meeting and will inform them that we will be voting on their membership at that time.

#### GENERAL INFORMATION

18. 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.

19. The annual membership dues of this Unit shall be \$35.00 for Seniors paid annually unless PUFL, and shall include the Department and National per capita. The annual membership for Juniors shall be \$15.00 paid annually until the age of 18 years.

20. During general membership, executive committee and all other meetings, there will be no smoking of tobacco products (including vaping) and no drinking alcoholic beverages.

21. During any meeting, only one member at a time will hold the floor during discussion. All other officers and/or members will be expected to show respect for the speaker and will remain quiet until the floor is open for discussion. Only then, when the member has been recognized by the President, will the member be allowed to have a chance to speak.

22. When holding the floor for discussion, be brief and to the point; and be careful not to stray from the topic.

23. Any officer not planning to attend a meeting should call any one of the officers to inform them of their absence. Do not leave a message at the post or with the bartender as these messages may not reach the proper Auxiliary members.

24. An Emergency Fund of \$300.00 will be set into the Budget to be used in case of an unforeseeable emergency. All officers shall be contacted concerning the emergency for their approval. A quorum of five (5) officers will be the deciding factor in the release of the monies for each emergency that shall arise.

25. The Budget shall be read at the Unit general meeting following installation of officers and voted on at the next regular Unit general meeting.

26. If we invite any members from the District or Department to visit our Unit, we should pay for their lodging up to \$75.00. If they visit on their own accord we will not be liable for any expenses.

27. All expenditures, budgeted or non-budgeted, must be accounted for by presentation of receipts to the Treasurer.

28. There will be a \$35.00 service charge on all returned checks presented to the Unit.

29. After the yearly budget has been approved, no further action by the General Membership is required to execute the budget as approved.

#### ELECTIONS

30. All officers and executive committee members shall be elected annually at a meeting duly called for that purpose. Elections shall be held no more than 90 days or not less than 15 days prior to Department Convention. 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.

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

32. 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 present a report of the audit to the Unit.

#### CONFERENCES, CONVENTIONS AND DISTRICT 1 MEETING RULES AND REIMBURSEMENT

33. 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/conference. Alternates shall have priority in the order of their election. Up to four delegates and one alternate to Department Convention and or Conference shall be elected at a Unit meeting.

34. The Unit will reimburse the President and any elected delegates for: a) Four nights of lodging only (unless otherwise instructed by the Department) and pre-registration; b) Reimburse up to thirty dollars (\$30.00) per each full day for meals not including alcohol, tax and gratuities and with receipt provided; and C) Reimburse fifteen dollars (\$15.00) for the last day's meals; the day designated as the return day (check-out); not including alcohol, tax and gratuities and with receipt provided. D) Pay for one tank of gas per Delegate with receipt provided. E) District One meetings, the Unit will reimburse the

Designated driver up to \$30.00 for fuel with receipt provided.

35. The President and the attending delegates shall give a convention report at the first Unit meeting following convention.

36. It shall be the duty of each delegate to attend each full session at Convention, unless excused by the head of the Unit delegation to attend to other convention business. If not excused, the delegate shall forfeit monies allotted by the Unit for the time absent. In the order to receive this reimbursement, the delegate must submit receipts for the expenses to the Treasurer of the Unit.

37. Members receiving monies from Department to any functions shall not receive any monies from the Unit.

#### CODE OF CONDUCT AND COURSE OF ACTION

38. No member shall harass, degrade, threaten, or harm another Auxiliary member; disrupt any Auxiliary meeting vocally or physically at any time; or conduct themselves in an unruly or argumentative manner towards any other Legion member or staff, by which that action itself brings disgrace to the Unit as a whole. If any member does not adhere to this Code of Conduct, these procedures shall be followed:

a) The charges against the erring member, made by any Unit member, must be presented to the five Executive Committee Members.

b) Within seven days, these five Executive Committee Members will determine whether there is a cause for action. They then will meet with the charged member to explain charge(s). In the event the charged member refuses to meet with the Executive Committee Members, the Executive Committee Members shall present the charge(s) to that member by registered letter, return receipt requested. The charged member has seven days from the date of receipt to reply. If no reply is received within ten days of the being sent, the Committee will proceed as though the charged member had received the letter.

c) The Executive Committee Members will determine whether the charge(s) warrant presentation to the Executive Board for further consideration and appropriate action.

d) If the charge(s) is/are presented to the Executive Board, the Executive Board will take the appropriate action after carefully following the rules outlined in Chapter X of the Unit Handbook, which could include the following:

- Declaring the member "Not In Good Standing", with notification of same; sending the charge(s) to Department of Florida, 1st District; and

- Executive Board will contact Department of Florida and institute procedure for expulsion of the charged member.

39. Standing Rules, the Constitution and Bylaws shall be reviewed and revised in July of each year by a committee appointed by the President.

a) Standing Rules, the Constitution and Bylaws with proposed changes to each are to be submitted to the General Membership in writing and read at the August Unit general meeting, with a second reading and vote at the September Unit general meeting.

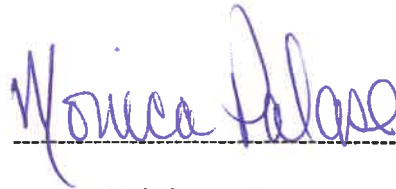
b) Standing Rules for Unit 356 can be changed as needed by two-thirds vote of the members in attendance at any meeting where a change is suggested.

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.

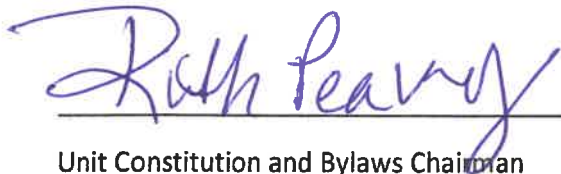
THIS STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON JANUARY 7<sup>TH</sup>, 2023.



Unit President



Unit Secretary



Unit Constitution and Bylaws Chairman

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Department Constitution & Bylaws Chairman

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Date Approved