

American Legion Auxiliary

Department of Florida

Royal Palm Beach Unit #367 Inc.

Royal Palm Beach, Florida

Constitution and Bylaws and

Standing Rules

Revised & Submitted January 2023

**CONSTITUTION and BYLAWS and
STANDING RULES
OF
AMERICAN LEGION AUXILIARY,
ROYAL PALM BEACH UNIT 367, INC
DEPARTMENT OF FLORIDA
P.O. BOX 211582
Royal Palm Beach, FL 33421-1582**

January 11, 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 association during the Great 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

Section 1. The name of this organization shall be the American Legion Auxiliary, Royal Palm Beach Unit 367, Inc., Department of Florida.

ARTICLE 11 - NATURE

Section 1. The American Legion Auxiliary, Royal Palm Beach Unit 367, Inc, is a civilian patriotic service organization of women that support the mission of the American Legion.

Section 2. The American Legion Auxiliary, Royal Palm Beach Unit 367, Inc, shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles nor for any promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III- OBJECT

Section 1. The object of the American Legion Auxiliary, Royal Palm Beach Unit 367, Inc, Department of Florida, shall be as stated in the Preamble of the Constitution.

ARTICLE IV - ELIGIBILITY

Section 1. Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, spouse, and direct and adopted female decedents of members of The American Legion, and the grandmothers, mothers, sisters, spouse, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918, and any time after December 7, 1941, who being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge; grandmothers, mothers, sisters, spouse, 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 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 aged 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. Senior membership shall be functioning as the active group, composed of over the age of eighteen years: provided, however that a wife under the age of eighteen years, who is eligible under Section 1 of this article shall be classed as a senior member.
- b. Junior membership shall consist of that group under the age of eighteen years and shall be supervised by the senior membership. Upon reaching the age of eighteen years, junior members shall automatically be admitted into senior membership with full privileges. 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 Recording Secretary, Corresponding Secretary, Treasurer, Chaplain, Historian, and Sergeant-at-Arms.

Section 2. All elective Officers shall hold office until their successors are duly elected and installed. The officers of this Unit shall be installed at a time coincident with the installation of the Officers of the American Legion, Royal Palm Beach Post #367.

Section 3. Once elected, an officer can only be removed from office by being brought up on charges and facing disciplinary action as described in the Unit Bylaws. The same body (general membership) that elected that officer must be the assemblage that votes whether or not to remove that officer. This does not apply to appointed officers or chairmen.

Section 4. Vacancies in office shall be filled by the remaining members of the Executive Committee.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. There shall be an executive committee composed of the Unit Officers, Past Unit Presidents in good standing and three members-at-large elected by the Unit.

ARTICLE VII - FISCAL YEAR

Section 1. The fiscal year of this Unit shall be the same as the fiscal year of the American Legion Auxiliary, Department of Florida.

ARTICLE VIII - AMENDMENTS

Section 1 This Constitution may be amended by two thirds vote of the members present at a regular Unit meeting, provided that the proposed amendment shall have been read at the previous Unit meeting: provided further, it may be amended by the unanimous vote of the member present at a regular Unit meeting without notice.

Section2. This Constitution shall automatically be amended to conform to 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 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 the Unit Executive Committee; 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 she deems advisable; to perform other such duties as custom and parliamentary usage require and to appoint all officers not otherwise provided for.

Section 2: Duties of the Unit Vice President -The First and Second Vice President, in the order named, shall, when called upon, assist the President and in her absence, perform her duties and shall succeed her 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. She is hereby vested with such authority as it is necessary to carry out her 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. She shall pay the bonding fee as determined by the Department Office. She 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. She shall keep an accounting of her receipts and expenditures, making an annual report thereon and such other reports as may be deemed necessary by the Unit Executive Committee. Her accounts shall be audited annually. She shall pay all current bills before transferring all funds, books, vouchers and papers belonging to the Unit to her 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 7: Duties of the Unit Historian - It shall be the duty of the Historian to compile historical records of the Unit and to make a report to the Department.

Section 8: 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 Assessment, 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 only by paying all 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, Royal Palm Beach Unit #367, 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 her 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 the 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

The Unit shall have the following Core Committees: Americanism, Children & Youth, Constitution and Bylaws, Membership, 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 of the American Legion, any member may be expelled from membership or any officer removed from office by two thirds (2/3) vote at a Unit meeting duly called for that purpose, said expulsion or removal shall 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 expense of the said appeal shall be borne by the applicant.

Section 2: Neither this Unit in the Department nor any member thereof shall circularize any other Unit or member thereof without the consent of the Department Executive Committee.

Section 3: 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 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 be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

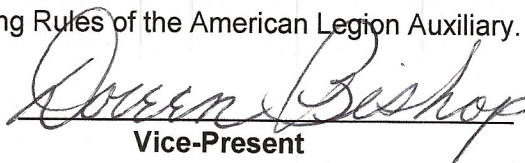


President

Marge Herzog

966 A Road

Loxahatchee, FL 33470



Vice-President

Doreen Bishop

5090 RPB Blvd

Royal Palm Beach, FL 33411

Approved by Unit: January 11, 2023

Approved by Department: _____

Department Constitution and Bylaws Chairman

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Royal Palm Beach Unit #367, Inc. shall be held on the first Wednesday of each month, from September thru May, there are no meetings held from June thru August. If the meeting day is a National Holiday then the meeting will be on the second Wednesday of the month, unless otherwise specified and shall be called to order at 10:00 am. An Executive Committee meeting shall be held the last Wednesday of the month unless otherwise specified and shall be called to order at 10:00 am. All meetings are held at 13689 Okeechobee Blvd, Loxahatchee Groves, FL, unless otherwise specified.
2. Attending 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 \$40. to include Department and National per capita. The annual dues of the Junior membership shall be \$7. To include the Department and National per capita.
4. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting of President, Treasurer, or Secretary are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.
6. All members responsible for Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.
7. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.
8. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.

9. A Nominating Committee, composed of (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.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR MEETING

ON January 11, 2023

X Margaret Herzog _____

Unit President

Unit Secretary

X Nancy Wiegman _____

Unit Constitution and Bylaws Chairman

X _____

Department Constitution & Bylaws Chairman

Date Approved