

**CONSTITUTION AND BYLAWS
OF
AMERICAN LEGION AUXILIARY
ANMCGAF UNIT 383
DEPARTMENT OF FLORIDA
PO Box 1363
Old Town, Fl 32680
2022-2023**

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 in 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 ANMCGAF Unit 383 Department of Florida.

ARTICLE II- NATURE

Section 1: American Legion Auxiliary ANMCGAF Unit 383 is a civilian patriotic service organization of women that supports the mission of The American Legion.

Section 2: American Legion Auxiliary ANMCGAF Unit 383. shall be 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 ANMCGAF Unit 383., Department of Florida, shall be as stated in the Preamble to the Constitution.

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ARTICLE IV – ELIGIBILITY

Section 1. Eligibility for membership in the American Legion Auxiliary is determined by The American Legion. Membership in the American Legion Auxiliary shall be limited to the:

- (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—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 served who were in the Armed Forces of the United States during either of the following periods: April 6, 1917—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: 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 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.
- 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, a Vice President, Secretary*, Treasurer, Chaplain, Historian, and Sergeant-at-Arms, Assistant Sergeant-at-Arms who shall serve until their successors are duly installed or as otherwise provided. *Secretary is appointed.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1: There shall be an Executive Committee, which shall consist of the officers and 3 members at large elected by the Unit.

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 present at a regular Unit meeting if the proposed amendment has been read at the previous meeting or distributed in advance.

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, Bylaws and Standing Rules of the American Legion Auxiliary.

ARTICLE VII – FISCAL YEAR

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

ARTICLE VIII – 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.

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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.

Section 4: These Bylaws shall automatically be amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

BYLAWS

ARTICLE I- EXECUTIVE COMMITTEE

Section 1: Between meetings, the government and management of this Unit shall be entrusted to the Executive Committee and all proceedings of said committee shall be presented to the Unit at the next meeting for approval.

Section 2: A vacancy on the Executive Committee, for 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 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 (48) hours in advance. At special meetings, only business specified in advance 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 as deemed 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 Vice President: The First, Second and Third Vice Presidents, in the order named, shall when called upon, assist the President and if absent, perform the duties of the office and shall succeed to the office in case of death, resignation or removal.

Section 3: Duties of the Secretary – It shall be the duty of the Secretary to receive and answer official mail under the direction of the President; to keep on file, in a comprehensive manner, copies of all correspondence sent and received; and to send and give notice of all meetings. It

shall be the duty of the Secretary to record the proceedings and transactions of all meetings of the Unit; and to keep all books, papers and records that are needed to carry on the working of the office and care for the archives of the Unit. The Secretary is hereby vested with such authority as it is necessary to carry out the duties of the office successfully for the good of the American Legion Auxiliary.

Section 4: Duties of the Treasurer – It shall be the duty of the Treasurer to receive all monies belonging to the Unit and account for them. The Treasurer shall pay the bonding fee as determined by the Department Office. The Treasurer shall maintain two (2) separate funds, namely a General Fund, and Poppy Fund. All Poppy donations shall be placed in the Poppy Fund and be used to assist the Veteran and his/her children. The Treasurer shall keep an accounting of the receipts and expenditures, making an annual report thereon and such other reports as may be deemed necessary by the Unit Executive committee. The accounts shall be audited annually. All current bills shall be paid before transferring all funds, books, vouchers and papers belonging to the Unit to the successor.

Section 5: Duties of the Chaplain – It shall be the duty of the Chaplain to offer prayer at the opening and closing of each meeting, and perform such other duties as directed by the President and to notify Department of any deceased members on a monthly basis.

Section 6: Duties of the Historian – It shall be the duty of the Historian to compile the historical records of the Unit and to make a report to the Department.

Section 7: Duties of the Sergeant-at-Arms – It shall be the duty of the Sergeant-at-Arms to preserve order at the meeting of the Unit and to perform such duties as maybe 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.

Section 9: The office of the secretary may be combined with the 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.

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 reestablishing eligibility and making application as a new member.

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ARTICLE IV – UNIT MEETINGS

Section 1: The regular scheduled meeting of the American Legion Auxiliary ANMCGAF Unit #383, 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 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 meeting 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 – ELECTION

Section 1: Elections shall be held annually. In order to participate in the election of the Unit Officers, a member shall have paid dues for the current fiscal year within which the election is held.

Section 2: Elections shall be by ballot, 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 winner.

Section 3: All officers and Executive Committee members shall be elected at a meeting duly called or the purpose not more than ninety (90) days prior, nor less than fifteen days prior, to the Department Convention

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 by 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 – 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 IX – AMENDMENTS

THIS CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON January 11, 2023

X *Jacquelin Phelps*
Jacquelin Phelps

X *Kathy Browne*
Kathy Browne

Unit President

Unit Secretary

X *Deanna Bazar*
Deanna Bazar

Unit Constitution and Bylaws Chairman

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary ANMCGAF_Unit 383, Inc. shall be held on the second Wednesday of each month, unless otherwise specified and shall be called to order at 6PM. An Executive Committee meeting shall be held in the month of August unless otherwise specified and shall be called to order at 6PM.
2. Ten 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 \$40.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$10.00 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 and appointed Secretary are authorized to sign checks for disbursement of funds from the Unit treasury. **All checks MUST have two of the three signatures above.**
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. 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. (Specify whether appointed or elected.)
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 permission for each candidate for an office to be presented to this committee. This committee is to form no later than two (2) months prior to election.
9. An Audit Committee consisting of three (3) members shall be appointed by the President for the purpose of auditing the books of the Treasurer. The Treasurer should be present

during the audit to answer questions only. No one on the Audit Committee should have authorization to sign checks.

10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.
11. In the event of the secretary's absence, the 2nd Vice president shall arrange for the recording of the minutes.
12. The Membership Chairman shall keep updated records of the names and addresses of all members and provide an updated membership roster. The Membership Chairman shall receive all applications for new membership or transfer of membership, deposit membership money, process those applications: deliver all new membership cards, renewals: to unit members, and to transmit all membership dues to Department.
13. Each unit officer shall turn over all records, money, keys, and pins belonging to the unit to her successor at the time of installation of officers for the ensuing year.
14. Members who demonstrate failure or inability to fulfill responsibilities regarding elected or appointed positions are subject to removal from the elected or appointed position at the discretion of the unit, after three (3) consecutive missed meetings can be removed.
15. Every Executive Committee and chairperson shall have a copy of the Department unit guide provided by the unit.
16. Funds will be provided from the unit's treasury to pay for two (2) nights lodging to a department convention and two (2) nights lodging for Fall conference for officers according to rank and must participate in meetings. Reservations will be made at least one month before the Convention or Conference.
17. The post membership chairperson shall be given a list of all suspended and dropped members. The post newsletter editor shall be given a list of all new members and addresses as they are elected. The editor shall also be given changes of addresses as they occur.
18. Officers of the unit shall be installed after Department Convention and at a time convenient to the District President. The installation of new officers may occur singularly with the post installation of officers. The unit will suggest dates and time to the District President.

19. The selection of Girls State delegates will take place in February.
20. The President may obtain permission of three (3) Executive members to act in a special circumstance, such as illness, death, or natural disaster only.
21. Each proposed new member must be present at the meeting when her request for membership is presented for ballot or have a member in good standing function as her sponsor. Either a written or oral ballot may be taken. Two thirds (2/3) majority of the membership present at the general meeting shall be required to elect membership. The applicant will be notified immediately as to the results, and if accepted for membership will be welcomed into the membership of the Auxiliary.
22. No member shall smoke or consume alcohol during a regular unit meeting. All members will be attentive during all meetings of the unit.
23. No purchase of any amount for anything can be made on behalf of the unit without the approval of the majority of the Executive committee. Purchase is paid when a bill or receipt is presented to the unit treasurer.
24. Mail directed to the unit will be delivered to the post office box 1363. The secretary is responsible for picking up the mail. Bulk orders may be delivered to the secretary's home or the post office.
25. It is requested that when addressing the chair/president that you first stand and be recognized before presenting your argument, motion, or comment.
26. It shall be the duty of the Chaplain to send cards to any member of the unit who is ill, and to recognize the death of any member or spouse with a thirty-five (\$35.00) dollar floral arrangement, a memorial or contribution to a favorite charity may be given in lieu of flowers. The chaplain will also send the name of the deceased to the District Chaplain and the Department Chaplain
27. Electronic meetings will be a telephone meeting without an internet support when the President or First Vice President has obtained written consent from a majority of the board members in the case of the need for a special meeting. All votes taken by roll call.

Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting, or if notice has been given, by a majority vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON JANUARY 11, 2023

-- Jacquelin Phelps -----
Jacquelin Phelps

X Kathy Browne _____
Kathy Browne

Unit President

Unit Secretary

X Deanna Bazar _____
Deanna Bazar

Unit Constitution and Bylaws Chairman