

CONSTITUTION AND BYLAWS
OF

AMERICAN LEGION AUXILIARY

C.W. HILLIARD UNIT 401, INC.

DEPARTMENT OF FLORIDA

554084 U.S. HIGHWAY 1, HILLIARD, FL 32046

APRIL 5, 2022

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, C.W. Hilliard, Unit 401, Inc., Department of Florida.*

ARTICLE II - NATURE

Section I: American Legion Auxiliary C.W. Hilliard, Unit 401, Inc. is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2: American Legion Auxiliary C.W. Hilliard, Unit 401, 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.

The object of the American Legion Auxiliary C.W. Hilliard, Unit 401, Inc., Department of Florida, shall be as stated in the Preamble to the Constitution.

ARTICLE III - OBJECT

ARTICLE IV - ELIGIBILITY

Section I: Eligibility for membership in The American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion governing documents shall be provided as follows and shall be updated as appropriate.

- (1) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
- (2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941: who, being a citizen of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge;
- (3) grandmothers, mothers, sisters, spouses and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and
- (4) to those women who of their own right are eligible for membership in The American Legion.

Section 2: There shall be two classes of membership, Senior and Junior.

(a) Senior membership shall be composed of members age eighteen (18) and older; provided, however, a member eligible under Section 1 of this article, and who is under the age of eighteen (18) years and married shall be classified as a Senior.

(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 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.)

ARTICLE VI – EXECUTIVE COMMITTEE

There shall be an Executive Committee, which shall consist of all officers and three (3) 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.

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 succeeded.

Section 3: A majority of the members of the Executive Committee shall constitute a quorum.

Section 4: Special meetings may be called by order of the President, or on written or electronic request of at least three (3) members of the Executive Committee. Uniform notice of such special meetings shall be given to all members of the Executive Committee; and, except in extreme emergency, shall be given at least forty-eight (48) hours in advance. At special meetings only business specified shall be transacted.

ARTICLE II - DUTIES AND POWERS OF OFFICERS

Section 1: Duties of the Unit President – It shall be the duty of the President to preside at all meetings of the Unit and Unit Executive Meetings; to enforce strict observance of the Constitution and Bylaws; to appoint members of Standing Committees; to create such other committees and appoint members thereof as deemed advisable; to perform other such duties as custom and parliamentary usage required and to appoint all officers not otherwise provided for.

Section 2: Duties of the Vice President – The First and Second Vice 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.

ARTICLE I - EXECUTIVE COMMITTEE

BYLAWS

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 may be requested by the President.

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

Section 9: The office of secretary may be combined with that of treasurer and called “secretary-treasurer.”

ARTICLE III – DUES

Section 1: The annual Senior membership dues of the Unit shall be as stated in the Standing Rules which shall include the Department and National per capita. The annual dues of the Junior membership shall be as stated in the Standing Rules to include the Department and National per capita.

Section 2: A member failing to pay annual dues, including the Unit, Department, and National assessments by January 31, shall be classified as delinquent, and shall be suspended from all membership privileges. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December 31 of the year of 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.

Section 1: The regular scheduled meeting of American Legion Auxiliary, C.W. Hilliard, Unit 401 Unit, Inc. shall be held as stated in the Standing Rules. An Executive Committee meeting shall be held as stated in the Standing Rules.

Section 2: The number of members of a Unit that shall constitute a quorum at any regular scheduled meeting of the Unit shall be as stated in the Standing Rules.

Section 3: Special meetings of the Unit may be called by the President, by a majority of the Executive Committee, with the President notified, or upon written request of three (3) members of the Unit.

Section 4: Electronic meetings and voting may be held during an emergency situation or at any time a Unit's officers deem necessary. Notification of an electronic meeting and/or voting must be sent to each member of the Unit via email or regular mail if no email address is available and shall contain an agenda and any documents that participants will need to reference in advance so that participants can follow the flow of the meeting and/or voting procedure. Minutes of the electronic meeting must be created as well as recording the motions and votes.

ARTICLE V – 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 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, 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 IV – UNIT MEETINGS

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: Any member may report a violation of bullying in writing without fear of retaliation to the Department Office. The organization considers all inquiries and complaints about actions of members to be strictly confidential. The complaint will provide a process for the Department Executive Committee to investigate and act on the violation.

Such process shall be a committee of three (3) members consisting of the National Executive Committee person, the Department First Vice President and one Past Department President (from a different District than the complaint) who shall be appointed by the Department President with the National Committee person serving as the Chairman. This committee will investigate and recommend disciplinary action to the full Executive Committee for a vote.

The committee shall render discipline appropriate to the violation. Said discipline shall be binding. However, the disciplined member has a right to appeal the discipline and its ultimate actions shall be final.

Section 3: No member, or group of members, shall subject this Unit to liability without authorization of the Unit.

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary C.W. Hilliard, Unit 401, Inc. shall be held on the 1st Tuesday of each month, unless otherwise specified and shall be called to order at 6:30 pm. An Executive Committee meeting shall be held quarterly, at 6pm prior to the regular scheduled meeting. (Possibly change date of meeting)
2. If an Executive Member is a no call/no show for 3 consecutive meetings and there is no communication to an officer by phone or on Facebook Messenger, that member will no longer hold their position on the Executive Committee,
3. Three (3) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
4. The annual Senior membership dues of the Unit shall be \$2.00 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. Members over 65 will pay \$27.00 to include Department and National per capita. If dues are paid online, member over 65 will forfeit the savings. This increase shall take effect for the fiscal year beginning July 1, 2022.
5. Unit elected Officers, consisting of President, 1st Vice President, Treasurer, Secretary, and Membership Chairman, or other elected officer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks must have two signatures of the above five signatures. The checkbook is stored in a locked file cabinet in the Auxiliary room at all times with the President and Treasurer having keys.
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 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. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

10. An Auditing Committee consisting of three (3) members shall be appointed by the Unit President for the purpose of auditing the books of the Treasurer at the close of each term, making a report of the audit to the Unit. The Treasurer should be present during the audit to answer questions only. No one on the Audit Committee should have authorization to sign checks.
11. The Unit President has general membership approval to spend up to \$50.00 at any time as needed for Auxiliary purposes. Receipts must be turned in to the Treasurer.
12. Election may be by voice if there is only one candidate; but where there is more than one candidate for the same office. Election shall be by ballot and the majority of votes cast shall be necessary to elect. Elections shall be no more than 90 days nor less than 15 days prior to the Department Convention. Ballots are to be destroyed immediately after the election.
- a. The newly elected ALA Officers will assume office July 1st. During the transition, they will have time to shadow their incoming office position. Annual dues must be paid by the newly elected officers within 7 days of the election.
- b. National Pandemic or Disaster Elections may be held in the parking lot of the American Legion Auxiliary, C.W. Hilliard, FL 401 Inc. Guidelines: The member shall check in at the appropriate site providing a valid membership card then proceed to the Election Chairman. All candidates' names shall be put on ballots providing a blank line for write ins. As members receive ballots, the Election Chairman shall explain the ballot instructions. In this case, an election chairman shall be appointed by the Unit. That appointed chairman shall not have their name on the ballot.
13. Auxiliary members that do not attend the monthly meeting but are in the post/canteen during the meeting time may not be served drinks of any kind until the meeting is adjourned. No alcoholic beverages are allowed in the Auxiliary room while the meeting is in progress.
14. Cards may be sent to hospitalized members and families of deceased members. The Chaplain will be allotted funds for the purchase of cards and postage.
15. There will be no reimbursement to any member for attending any District, Department or National Meetings unless voted on and approved during a regular Unit meeting.
16. The Unit shall have the following Core Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Past President's Parley Poppy and Public Relations and such other missions and member/organizational support committees as provided in the standing rules.
17. Guests will be allowed at regular meetings but will not be able to speak or address the Chair unless notification is given prior to the meeting.

18. At the beginning of each meeting, the President will advise that the meeting may be recorded for the purposes of taking the minutes. Recordings will be destroyed after the minutes have been transcribed by the Secretary.

19. Reimbursement for Auxiliary meals will be a maximum of \$30.00 as previously determined at a meeting per meal with receipt as long as profit is made. Once reimbursement is made, remaining food becomes Auxiliary property. This excludes special events.

20. The Unit's fiscal year will run from July 1st to June 30th of the following year.

21. 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 majority vote.

22. All new membership requests shall be voted on at a regular meeting, not online, at a scheduled meeting. All transfer members shall be subject to acceptance by majority vote of the general membership meeting attendees. If his/her membership has been revoked by Unit 401 or any other unit for disciplinary actions, he/she may not under any circumstances return transfer to Unit 401. If a resignation letter of any member of the Executive Committee is submitted to the Unit, it should be read aloud at a general meeting.

23. Dress code for District meetings shall be business casual attire. If you have an Auxiliary shirt, that is appropriate. No tank tops, shorts, or flip flops please.

24. Keeping track of our volunteer hours allows funding for the American Legion. Hours are submitted to Chairman at Unit level, then forwarded to District, Department and finally to the Assembly in Washington, D.C. Please remember to log your hours.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON April 5, 2022.

Unit President Tammy Baker



Unit Secretary Sierra Black



Unit Constitution and Bylaws Chairman Karen Marks

