

CONSTITUTION AND BYLAWS

THE AMERICAN LEGION AUXILIARY

AMERICAN LEGION AUXILIARY UNIT 57 COLUMBIA COUNTY, INC.

DEPARTMENT OF FLORIDA

2602 SW Main Blvd.

Lake City, Fla 32025

(Adopted January 17, 2023)

CONSTITUTION – 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 aim 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 The American Legion Auxiliary; American Legion Auxiliary Unit 57 Columbia County, Inc.; Department of Florida.

ARTICLE II - NATURE

Section 1: The American Legion Auxiliary Unit 57 Columbia County, Inc. is a civilian patriotic service organization of gender-neutral that supports the mission of The American Legion.

Section 2: The American Legion Auxiliary Unit 57 Columbia County shall be 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 Unit 57 Columbia County, Inc., Department of Florida shall be as stated in the Preamble of the Constitution.

ARTICLE IV - ELIBIBILITY

Section 1: 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 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 eligible 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 comprise members under the age of eighteen (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years (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, Third vice-president, Secretary, Treasurer, Chaplain, Historian, and Sergeant-at-Arms.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1: There shall be an Executive Committee which shall consist of the elected 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

Section 1: The fiscal year shall be the same as that of the Department of Florida,

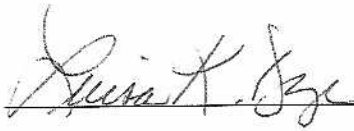
ARTICLE VIII – AMENDMENTS

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


Section 2: Amendments not having been previously read 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.

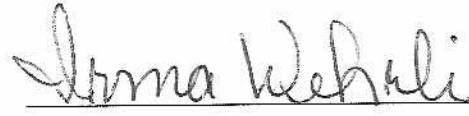
This Constitution was read, voted on, and unanimously approved at our regular meeting on January 17, 2023.



Luisa Dye Unit President



Charlotte Houston, Unit Secretary



Unit Constitution and Bylaws Chairman

Department Constitution and Bylaws
Chairman _____
Date _____

BYLAWS (Adopted January 17, 2023)

ARTICLE 1 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 next Unit at the next General 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 succeeded.

Section 3: Four (4) 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 an extreme emergency, shall be given at least forty-eight (48) hours in advance. At special meetings, only the business specified shall be transacted.

ARTICLE II - DUTIES AND POWERS OF UNIT OFFICERS

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

Section 2: Duties of the First, Second and Third Vice-Presidents- The First, Second, and Third Unit vice-presidents in the order named, shall, when called upon, assist the President, and if absence, 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 Unit 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 record 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 her duties successfully for the good of the American Legion Auxiliary.

Section 4: Duties of the Treasurer- It shall be the duty of the Unit Treasurer to receive all monies belonging to the Unit and to 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 her 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 and papers belonging to the Unit to the successor.

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

Section 6: Duties of the Historian- It shall be duty of the Unit Historian to compile historical records of the Unit and to 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 other 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 classed as delinquent and shall be suspended from all Unit 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 by only paying back dues or by reestablishing eligibility and making an application as a new member.

ARTICLE IV - UNIT MEETINGS

Section 1: The regular meetings of American Legion Auxiliary Unit 57 Columbia County, 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 regularly 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 Unit's officers deem necessary. Notification of an electronic meeting and/or voting must be sent to each member

of the Unit via email if no emails 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 – ELECTIONS

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 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 Constitution 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 the 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(6)

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 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 the National and/or Department Constitution and Bylaws.


ARTICLE X- AMENDMENTS

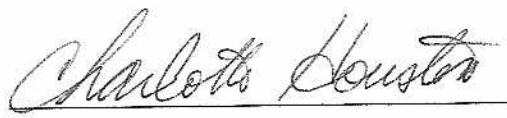
Section 1: These Bylaws may be amended by a two-thirds (2/3) vote of the members present at a regular meeting, provided the proposed amendments shall have been read at a previous Unit meeting.


Section 2: Amendments not having been previously read may be adopted by the unanimous vote of the members present.

Section 3: These Bylaws shall 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 REGULAR UNIT MEETING ON January 17, 2023.


Unit President, Luisa Dye


Unit Secretary, Charlotte Houston


Unit Constitution and Bylaws Chairman

Department Constitution and Bylaws Chairman Date Approved _____

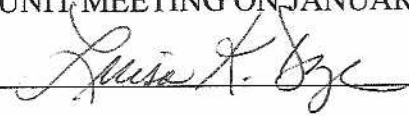
American Legion Auxiliary Unit 57 Columbia County, Inc.

STANDING RULES

1. The regularly scheduled meeting of American Legion Auxiliary Unit 57 Columbia County, Inc. shall be held on the third (3rd) Tuesday of each month unless otherwise specified and shall be called to order at 6:30 pm. An Executive Committee meeting shall be held the second (2nd) Tuesday of the month unless otherwise specified and shall be called to order at 6:30 pm.
2. Ten (10) members of this Unit shall constitute a quorum at any regularly scheduled meeting of the Unit.
3. Four (4) members of this Executive Committee shall constitute a quorum at any regular scheduled Executive Committee Meeting.
4. 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 \$10.00 to include the Department and National per capita.
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. Unit elected Officers, consisting of the President, 1st Vice President and Secretary and Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the four above signatures.
7. 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.
8. Where deemed necessary, a Recording Secretary and a Corresponding Secretary are elected to carry on the duties normally performed by the Secretary.
9. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members, for the purpose of presenting a budget for the ensuing year.
10. 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 the election. The first person elected for the nominating committee shall be the Chairman of said committee.
11. The Second Vice President shall be the Unit Social and Decorating Chairman.
12. The Third Vice President shall be the Public Relations Chairman.
13. The Unit Chaplain shall send cards to any member of the Unit who is ill and to recognize the death of any member or spouse with a fifty dollar (50.00) floral arrangement, a memorial gift to the American Legion Auxiliary or contribution to a favorite charity.
14. The Membership Chairman shall keep updated records of the names and addresses of all members showing the source of their eligibility and providing an updated membership roster. She shall receive8

- all applications, renewals, etc.; deposit all membership monies; process those applications, renewals, etc.; deliver or mail new membership cards, renewals, etc. to the unit member; and transmit all membership dues to Department.
15. Each Unit Officer shall turn over all records, monies, keys, and pins belonging to the Unit to her successor at the installation of officers for the new year.
 16. All Executive Committee members and Chairman shall have a copy of the Department Unit Guide provided by the Unit.
 17. The Girls State Chairman shall have a committee of five (5) for the purpose of selecting Girls State Delegates and Girls State Alternates. The Girls Stater shall come to the American Legion Auxiliary Unit meeting after they have been selected as Delegates or Alternates, for the purpose of introducing themselves to the Unit members.
 18. Funds will be provided from the Unit treasury to pay for four (4) nights of lodging for the Department Convention, three (3) nights of lodging for the Fall Conference for the Senior and Junior Presidents, and two (2) nights lodging for Department Workshop; also, one hundred (\$100.00) per day for said events meals.
 19. The Unit Membership Chairman shall give to the Post Membership Chairman a list of all suspended and dropped unit members. The Post newsletter editor shall be given a list of new members and email addresses monthly. The editor shall be given changes of email addresses monthly.
 20. Officers shall be installed after the Department Convention.
 21. New members shall be initiated at a general membership meeting or an Event for that purpose with a date being set by Unit members.
 22. When a controversy occurs during the discussion of a motion on the floor, a secret ballot shall be called.
 23. The president may obtain the permission of three (3) Executive Committee members to act in a special emergency.
 24. Annual unit reports shall be completed in March and forwarded to the District Chairman by the report's due date.
 25. A marriage certificate will be required along with a membership application if the last name isn't the same name as the spouse.
 26. If an elected officer has more than three (3) unexcused absences. They will be asked to resign.
 27. 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 the authorization to sign checks.
 28. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.

THESE STANDING RULES WERE READ, VOTED ON, AND APPROVED AT OUR REGULAR UNIT MEETING ON JANUARY 17, 2023



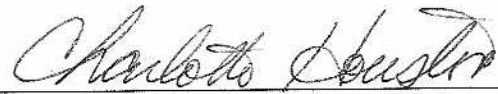
Lucia Dye, Unit President

LUISA



Unit Constitution and Bylaws Chairman

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Charlotte Houston, Unit Secretary

Department Constitution and Bylaws

Chairman Date Approved _____