

**Constitution & Bylaws  
of  
American Legion Auxiliary  
Walls-Rives Unit #58, Inc.  
Department of Florida  
Dunnellon, FL**

**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 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 1 – NAME**

The name of this organization shall be American Legion Auxiliary Walls-Rives Unit #58, Inc., Department Of Florida, Dunnellon, FL

**ARTICLE 11 – NATURE**

Section 1. The American Legion Auxiliary Walls-Rives Unit #58, Inc is a civilian patriotic service organization of women that supports the mission of the American Legion.

**ARTICLE 111 – OBJECT**

Section 1. The object of the American Legion Auxiliary Walls-Rives Unit #58, Inc., Department Of Florida, Dunnellon, FL shall be as stated in the Preamble of the Constitution.

## ARTICLE IV – ELIGIBILITY

Membership in the American Legion Auxiliary shall be limited to the **mothers, wives, daughters, sisters, granddaughters, great-granddaughters, and grandmothers of members of the American Legion, and to the mothers, wives daughters, sisters, granddaughters, great-granddaughters, grandmothers and direct and adopted descendants** of all men and women who were in the Armed Forces of the United States during any of the following dates:  
(April 6, 1917 - November 11, 1918) World War I  
(December 7, 1941 - December 31, 1946) World War II  
(June 25, 1950 - January 31, 1955) Korean War  
(February 28, 1961 - May 7, 1975) Vietnam War  
(August 24, 1982 - July 31, 1984) Lebanon/Grenada  
(December 20, 1989 - January 31, 1990) Operation Just Cause  
(August 2, 1990 - Present)\* Operation Desert Shield/Desert Storm  
to the date of the cessation of hostilities as determined by the Government of the United States, all dates inclusive, or 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 any of the said 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 1.** There shall be two classes of membership. Senior and Junior.

a) Senior membership shall be composed of members over the age of eighteen years; provided, however, that a wife under the age of eighteen years, who is eligible under Section I of this article, shall be classed as a Senior member.

b) Junior membership shall consist of that group under the age of eighteen years, whose activities 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.

c) Dues of both classes shall be paid annually or for life.

**Section 2.** New members shall be voted on by the Unit members at a regular meeting.

## ARTICLE V – UNIT OFFICERS

**Section 1.** The unit shall elect annually a President, First Vice President, Second Vice President, Treasurer, Chaplain, Historian and Sergeant-at-Arms. The secretary shall be appointed by the incoming President.

**Section 2.** The election shall be annually not more than ninety (90) days more less than fifteen (15) days prior to the Department Convention, said officers shall be certified to Department Headquarters not less than ten (10) days prior to the Department Convention.

## 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 who shall be nominated and elected by the Unit. The term of office for members of the Executive Committee shall be one year .

## **ARTICLE VII – FISCAL YEAR**

**Section 1.** The fiscal year shall be the same as that of the Department

## **ARTICLE VIII – AMENDMENTS**

**Section 1.** This Constitution may be amended by a two-thirds vote of the members present at a regular Unit Meeting, provided the proposed amendments shall have been read at the previous Unit meeting.

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

**Section 3.** The 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 existing in 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.<sup>4</sup>

**Section 3.** Two-third of the members of the Executive Committee shall constitute a quorum.

**Section 4.** The Executive Committee shall meet as needed. Special meetings may be called by order of the President or on written request of at least three (3) members of the Executive Committee.

### **ARTICLE II– TRANSFERS**

**Section 1.** 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.

**Section 2.** All transfers will be voted on by the Unit members at a regular Unit meeting.

### **ARTICLE III – DISCIPLINE**

**Section 1.** Unit disputes should be settled within the Unit if possible, otherwise the District President has authority to settle disputes upon written invitation by two (2) or more members of the Executive Committee. If the District President deems it inadvisable to make a decision, she shall refer the matter to the Department President.

**Section 2.** For any violation of the Unit, State or National Constitutions, 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) of the votes cast 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 of appeal to the Department Executive Committee, and their action thereon shall be final.

**Section 3.** Neither this Unit in the Department or any member thereof shall circularize any other Unit or member thereof without the consent of the Department Executive Committee.

**Section 4.** Liabilities: No member or group of members shall subject this Unit to liability without authorization of the Unit.

**ARTICLE IV – PARLIAMENTARY AUTHORITY**

**Section 1.** The Unit organization shall be governed by “Robert’s Rules of Order, Newly Revised,” on all points not covered by this Constitution and Bylaws.

**ARTICLE V – AMENDMENTS**

**Section 1.** These Bylaws may be amended by a two-thirds vote of the members present at a regular Unit Meeting, provided the proposed amendments shall have been read at the 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.



Approved: At a regular Unit meeting on Wednesday March 6, 2019

*Nancy Pennington*  
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Nancy Pennington  
President, Unit # 58

*Elizabeth Tilley Poole*  
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Elizabeth Tilley Poole  
Constitution & Bylaws Chairman

*Linda Knoblach-Harkness*  
\_\_\_\_\_  
Linda Knoblach-Harkness  
Department Constitution and Bylaws Chairman

**APPROVED:**



*4/30/19*  
\_\_\_\_\_  
Date:

American Legion Auxiliary  
Walls-Rives Unit #58, Inc.  
Department Of Florida  
Dunnellon, FL

**STANDING RULES**

• **DUTIES OF OFFICERS**

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 the standing committees; to create such other committees and appoint members thereof as she deems advisable; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for.

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 from office.

3. Duties of the Unit Secretary: It shall be the duty of the Secretary to record the proceedings and transactions of all meetings of the Unit; to act as custodian of all books, papers and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as are directed by the President; to process the correspondence of the Unit; to keep on file in a comprehensive manner copies of all correspondence sent and received; and perform other duties as shall be required of her by the President.

4. Duties of the Unit Treasurer: It shall be the duty of the Unit Treasurer to receive all money belonging to the Unit and to account for them. She shall give bond in such amount as the Department may determine the premium of the aforesaid bond to be paid by the Unit. The Treasurer shall pay all orders signed by the President or Secretary and shall retain these orders as her vouchers. She shall keep account of her receipts and expenditures, making monthly reports thereon, and such other reports as may be deemed necessary by the Unit Executive Committee. Her accounts shall be audited annually. She shall pay over to and deliver to her successor, all money, vouchers, books, and papers belonging to the unit.

5. Duties of the Unit 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 other duties as the President may direct.

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

7. Duties of the Unit Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings of the Unit and to perform such other duties as requested by the President.

- **DUES**

1. The annual membership dues of this Unit shall be \$ 30.00 for Senior and \$ 4.00 for Junior paid annually or for life, and shall include the Department and National per capita.
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 membership privileges, provided, however, such suspended member shall be notified in writing or by telephone by the Secretary of the Unit of such suspension prior thereto. 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 only by paying all back dues or by re-establishing eligibility and making application as a new member.

- **UNIT MEETING**

1. The regular meetings of this Auxiliary Unit shall be held on the first (1<sup>st</sup>) Wednesday of each month, unless otherwise specified, and shall be called to order at 4:45PM. Meetings are recessed in July and August unless otherwise called.
2. An annual meeting of this Unit shall be held not more than ninety (90) days, nor less than fifteen (15) days prior to Department Convention each year for the purpose of electing officers.
3. Special meetings of this unit may be called by the President, by a majority of the Executive Committee, or upon written request of three (3) members of the Unit.
4. Six (6) members shall constitute a quorum at any meeting of the Unit.
5. Unit Chairman will meet in April to receive reports to be sent to the District Chairman by April 15<sup>th</sup>.

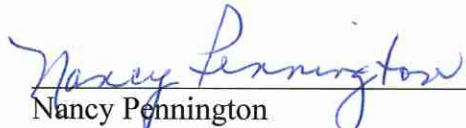
- **COMMITTEE**

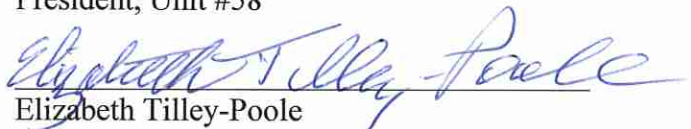
1. A nominating committee composed of three members shall be elected for the purpose of presenting a slate of Unit officers for the ensuing year.
2. An auditing committee composed of three members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and making a report of the audit to the Unit.
3. The Unit may have the following Committees: Americanism, Auxiliary Emergency Fund, Cavalcade of Members, Children and Youth, Community Service, Constitution and Bylaws, Education, Girls State, Junior Activities, Leadership, Membership, National Security, Past President Parlay, Poppy, Public Relations, and Veteran Affairs and Rehabilitation.
4. A Budget Committee comprised of three (3) members shall be appointed by the President


- At the regular meeting and functions except funerals and memorials, members will wear the red shirt with the ALA Emblem with Unit number and black pants
- All Auxiliary members shall wear a white shirt with emblem and black pants to funerals and memorial services
- The President shall assist the Post in the yearly installation plans, which will coincide with the Auxiliary installation in June.
- No gifts shall be presented at the installation except for the Past Presidents pin and the Unit gift of a corsage to the installing officer.

- The Unit will pay for one (1) hotel room for three (3) nights for the fall and spring conferences, and the Department Convention. Members shall room together whenever possible. The Unit will also pay the registration fee for delegates and alternates.
- The Unit shall pay for Unit Guides for the Officers and Chairmen.
- Officers and Executive Committee member pins are “traveling pins” and will be returned when the office duties end.
- All incoming Officers and Executive Committee members shall pay their dues prior to convention
- Any incoming Department Officer from Unit #58 will be presented with a corsage at the time of her installation at the Department Convention.
- A gift of flowers or fruit basket, with a limit of \$40.00 is to be sent once a year, to any hospitalized Unit member, by the Unit Chaplain.
- For deceased members, a donation of \$25.00 shall be sent to the Department Memorial Scholarship fund in their memory.
- Unless she accepts another Unit office, the immediate Past President will automatically become a member of the Executive Committee.
- There shall be only three (3) keys available to unlock the file cabinet containing Unit # 58 records. The keys will be assigned to the Unit President, Unit Secretary and the Unit Treasurer.
- The Unit Treasurer, Unit President and Unit Secretary are authorized to sign checks for disbursement of funds from the Unit treasury. All checks must be signed by two of the three authorized signers.

Approved at a regular meeting on March 6, 2019

  
 Nancy Pennington  
 President, Unit #58

  
 Elizabeth Tilley-Poole  
 Constitution & Bylaws Chairman, Unit #58

  
 4/30/19

