

CONSTITUTION AND BYLAWS OF
AMERICAN LEGION AUXILLIARY
HIGHLANDS UNIT 69, INC.
DEPARTMENT OF FLORIDA
1301 W. Bell Street
Avon Park, FL 33825

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 all wars; to inculcate a sense of individual obligation to 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 good will 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 the American Legion Auxiliary, Highlands Unit #69, Inc., Department of Florida.

Article II-Nature

Section 1. The American Legion Auxiliary Highlands Unit #69, Inc. is a civilian patriotic service organization that supports the mission of the American Legion.

Section 2. The American Legion Auxiliary Highlands Unit #69, Inc. shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles for the promotion of the candidacy of the person seeking office.

Article III-Object

Section 1. The object of the American Legion Auxiliary, Highlands Unit #69, Inc., Department of Florida shall be as stated in the Preamble of the Constitution.

Article IV-Eligibility

Section 1: 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 provide 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;
- (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 citizen of the United States at the time of their entry therein, served on active duty in the Armed Forces of y of the governments associated with the United States during either eligibility periods and died in the line of duty of 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 of 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 over the age of 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 of 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, Treasurer, Chaplain, Historian, and Sergeant-at-Arms who shall serve until their successors are duly installed or as otherwise provided.

Section 2: The President-elect shall appoint a Secretary before the date of installation.

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 a two-thirds (2/3) vote of the members at a regular meeting, provided the proposed amendments 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.

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 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 President who is 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 the President deems 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 Vice President — The First and Second Vice President, in the order named, shall, when called upon, assist the President and in the President's absence, perform the duties and shall succeed the President 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. The Secretary is hereby vested with such authority as it is necessary to carry out those 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. 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 a Veteran and his/her children. This officer shall keep an accounting of any

receipts and expenditures, making an annual report thereon and such other reports as may be deemed necessary by the Unit Executive Committee. These accounts shall be audited quarterly. The Treasurer shall pay all current bills before transferring all funds, books, vouchers, and papers belonging to the Unit to any 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 monthly.

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.

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 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.

ARTICLE IV - UNIT MEETINGS

Section 1: The regular scheduled meeting of the American Legion Auxiliary, Highlands Unit 69, 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. 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. Voting may be by voice, ballot, email, or other electronic means.

Section 2: Elections shall be by ballot, and a majority of 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 the ten (10) days prior to Convention, certification to be made on forms furnished by Department.

Section 5: Vacancies in office between annual election 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, 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 expense of the said appeal 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 Rule 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 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 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 10/10/22.

X Kimberly Brayles
Unit President

X Sharon E. Hoffman
Unit Constitution and Bylaws Chairman

X W. J. Kelle
Unit Secretary

DATE APPROVED

X _____
Department Constitution and Bylaws Chairman

STANDING RULES

AMERICAN LEGION AUXILIARY
HIGHLANDS UNIT 69, INC.
DEPARTMENT OF FLORIDA
1301 W. BELL STREET
AVON PARK, FLORIDA 33825

1. The regular scheduled meeting of the American Legion Auxiliary Highlands Unit 69, Inc. shall be held on the 2nd Monday of each month, unless otherwise specified, shall be called to order at 7pm. There will be no meetings for the months of June, July, and August, unless deemed necessary.
2. Executive Committee meetings shall be held at 6pm before the regular meeting.
3. Five (5) members of the Executive Committee shall constitute a quorum at the Executive Committee meeting and seven (7) members of this Unit shall constitute a quorum at any regular scheduled meeting.
4. 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 \$6.25 to include Department and National per capita.
5. The Nominating Committee shall be composed of three (3) members, who shall be elected in January, for the purpose of presenting a slate of officers for the ensuing year.
6. The nominating committee shall present the names of the nominees to the Unit at the regular scheduled meeting one (1) month prior to the month of elections, at which time, the President shall call for further nominations from the floor. There will be at least one (1) nominee for each office. On the night of elections, before voting, the Committee Chairman must call for any further nominations.
7. Newly elected Officers take over the meeting following Department Convention.
8. Highlands Unit 69, Inc. will maintain headquarters at the Post home, 1301 W. Bell St. Avon Park, Florida 33825.
9. In the event a Unit scheduled meeting coincides with a legal holiday, the meeting date shall be set by the Executive Committee.
10. Secretary will make 4 copies of the minutes, with the original to be retained on file, the duplicate copies to be given to the Unit's President, Treasurer, Historian, for use in compilation of the Unit's history, and the Constitution and Bylaws Chairman, for use in updating any motions or changes to the Unit Constitution and Bylaws and Standing Rules. Minutes of all meetings to be signed by the President and Secretary.

11. Beginning with 2015 dues, the Unit shall pay the dues of the past President. This is for the first year following their term as President.
12. Installation shall take place at the time and manner set by the Post with the outgoing President being responsible for the plans of the Auxiliary.
13. The Unit shall present the installing officer with a monetary gift of no more than \$50.00. The outgoing Unit President shall receive a Past President pin. If the Past President already has a pin, a gift of the same value of the pin will be given.
14. No Unit Officer or member shall make the membership list available to any prospective candidate for public office nor any outside organization or group of people not associated with the American Legion Auxiliary. The list is property of the Unit.
15. Members are encouraged to attend and represent the Unit at the funerals of the Post and Unit members. Auxiliary members requested, if possible, to wear white shirt and blue skirt or pants. Memorial services are to be conducted for Unit members at the family's request or with their consent.
16. 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, Poppy, and Public Relations.
17. Any member participating in activities should wear their Auxiliary shirt, if possible.
18. Rooms will be paid for the Delegates who attend the annual Department Convention and Conference if they attend the majority of meetings each day. Number of delegates are determined by Department. If spouses are going and if the Legion is paying for the one of the spouse's rooms, then the Auxiliary will not pay for the room.
19. Delegates shall have lunch paid at the following: Department workshop, 8th District School of Instruction, ABC School, and Constitutional Conference.
20. The President may spend up to a maximum of \$100.00, in any calendar month for emergency, with approval of at least three (3) Executive Officers. The President must report it at the next regular meeting.
21. An audit of the Treasurer's books shall be done every three months. The President will appoint two (2) Officers and one (1) members at large to do the audit.
22. All keys will be turned over to the newly elected President at the meeting before Department Convention.
23. All Committee Chairman's should turn over any book(s), bulletins, etc. in their possession to the new elected President, in a timely manner.
24. 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.
25. Where deemed necessary, a Recording Secretary and Assistant Sergeant-at Arms shall be appointed by the President.
26. There will be a yearly assessment whether to continue use of the Unit credit card.

27. There will be four (4) Officers on the signature card at the bank. Two (2) of the signatures will be that of the President and Treasurer, the other two (2) Officer signatures will be determined by the President.
28. All Committee Chairman shall make their annual report, in triplicate, on questionnaires furnished by Department. One copy is for the Units file and the other two for the respective District Chairman. The Chairman should follow instructions at the bottom of the questionnaires or in the plan of work or communication received from the District Chairman.
29. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the President, for the purpose of presenting a budget for the ensuing year.
30. The Units budget shall be presented to the membership for approval in the Septembers meeting.
31. All regular scheduled meetings shall be nonsmoking.
32. No alcoholic beverages will be allowed during regular scheduled meetings.
33. Unit meetings may be held in person or via electronic means.
34. Voting may be by voice, ballot, email, or other electronic means.
35. ALA Unit members are to wear only Unit shirts. Post shirts are for Legion members only. SAL shirts are for SAL members only. Riders' shirts are for Riders only. An exception is made for dual members and Post employees.

These Standing Rules may be amended by two-thirds (2/3) vote at any regularly scheduled 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 10/10/22.

X Kimberly Bragdo
Unit President

Date Approved:

X Shawn E. Hoffman
Unit Constitution and Bylaws Chairman

X _____
Department Constitution and Bylaws Chairman

X Walter

Unit Secretary