

CONSTITUTION AND BYLAWS OF
AMERICAN LEGION AUXILIARY
LESLIE COLLIER UNIT 74, INC.
DEPARTMENT OF FLORIDA
528 NORTH PINE ST
SEBRING, FL 33870

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, Leslie Collier Unit #74, Inc., Department of Florida.

Article II – Nature

Section 1. The American Legion Auxiliary Leslie Collier Unit #74, Inc., is a civilian patriotic service organization that supports the mission of the American Legion.

Section 2. The American Legion Auxiliary Leslie Collier Unit #74, Inc., shall be, absolutely nonpolitical, and shall not be used for 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 Leslie Collier Unit #74, 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 provided as follows and shall be updated as appropriate.

Section 2. 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, 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 3. 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 be composed 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) 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.

Article V – Unit Officers

Section 1. The unit shall elect annually a President, First Vice-President, Second Vice-President, Secretary/Treasurer, Chaplain, Historian and Sergeant-At-Arms who shall serve until their successors are duly installed or as otherwise provided.

Article VI – Executive Committee

Section 1. 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

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 (2/3) majority 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 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 succeeded.

Section 3. Three (3) members of the Executive Committee shall constitute a quorum.

Section 4. Special meetings may be called by order of the President, or by 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 conducted.

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 requires and to appoint all officers not otherwise provided for.

Section 2. Duties of the Vice Presidents – The First and Second Vice President, in 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/Treasurer – It shall be the duty of the Secretary/Treasurer to receive and answer 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/Treasurer 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.

It shall be the duty of the Secretary/Treasurer to receive all monies belonging to the Unit and account for them. The Secretary/Treasurer shall pay the bonding fee as determined by the Department Office. The Secretary/Treasurer shall maintain two (2) separate funds, namely a General Fund and a Poppy Fund. All Poppy donations shall be placed in the Poppy Fund and be used to assist Veterans and their 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 at least quarterly.

The Secretary/Treasurer shall pay all current bills before transferring all funds, books, vouchers, and papers belonging to the Unit to any successor. The Secretary/Treasurer 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 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 5. 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 6. 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 such annual dues by January 31st of the current membership year shall be delinquent and suspended from membership privileges.

A member deemed delinquent for failing to pay dues by December 31st of the current membership year shall be classified as expired. Such expired member may rejoin as an active member under the member's original join date without interruption of continuous years of membership, and membership privileges reinstated, by payment of all past dues.

A member deemed expired for failing to pay dues by December 31st of the current membership year may rejoin, with a new join date, at any time in the future by re-establishing and making application as a new member. Membership cards will reflect the most recent join date.

Article IV – Unit Meetings

Section 1. The regularly scheduled meeting of the American Legion Auxiliary, Leslie Collier Unit 74, 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 Executive Committee.

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.

Section 2. Elections shall be by ballot, email, or other electronic means 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 the 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 the District Constitutional Conference, or the 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

Section 1. 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

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.

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 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

Section 1. 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 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 read may be adopted by 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 MEETING ON

Feb 9, 2023

Margaret B. Grant
Unit President – Margaret B. Grant

Patricia A. Herbst-Burton
Unit Sec'y/Treasurer – Patricia A Herbst-Burton

Linda Hunt
Unit Constitution and Bylaws Chairperson –
Linda Hunt

DATE APPROVED: _____

Department Constitution and Bylaws Chairperson

STANDING RULES

AMERICAN LEGION AUXILIARY
LESLIE COLLIER UNIT #74, INC.
DEPARTMENT OF FLORIDA
528 NORTH PINE STREET
SEBRING, FLORIDA 33870

1. The regularly scheduled meeting of the American Legion Auxiliary, Leslie Collier Unit #74, Inc. shall be held on the 2nd Thursday of each month, unless otherwise specified and 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 2pm on the Friday before the regular meeting.
3. Three (3) members of the Executive Committee shall constitute a quorum at the Executive Committee meeting and five (5) members of this Unit shall constitute a quorum at any regularly scheduled meeting.
4. The annual Senior membership dues of the unit shall be \$35.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$10.00 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 regularly 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 Chairperson must call for any further nominations.
7. Newly elected Officers assume their positions following the Department Convention.
8. Leslie Collier Unit #74, Inc. will maintain headquarters at the Post home at 528 N Pine St, Sebring, Florida 33870.
9. In the event a Unit scheduled meeting coincides with a legal holiday, the meeting date shall be set by the Executive Committee.
10. The Secretary will make 4 copies of the minutes, with the original to be retained on file. The duplicate copies will be given to the Units' President, Treasurer and Historian for use in the compilation of the Unit's history, and the Unit Constitution and Bylaws Chairperson for use in updating any motions or changes to the Unit Constitution and Bylaws and Standing Rules. Minutes of all meetings are to be signed by the President and Secretary.
11. Beginning with 2015 dues, the Unit shall pay the dues of the past President for the first year following their term as President.
12. Installation of officers 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 \$20.00. The outgoing Unit President shall receive a Past President Pin. If the Past President already has a pin, a gift of 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 not associated with the American Legion Auxiliary. The list is the property of the Unit.
15. Members are encouraged to attend and represent the Unit at the funerals of Post and Unit members. Auxiliary members are requested, if possible, to wear all white or 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, Poppy, and Public Relations.
17. Any member participating in activities should wear their Auxiliary shirt, if possible.
18. Poppy Day shall be held the last Saturday in May.
19. Rooms will be paid for the Delegates who attend the annual Department Convention and Conference if they attend the majority of meetings each day. The number of delegates is determined by the Department. If Legion member spouses are attending and the Legion is paying for the spouses' room, the Auxiliary will not pay for the room.
20. Delegates shall have lunch paid at the following: Department Workshop, 8th District School of Instruction, ABC School, and Constitution Conference.
21. 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 the expenditure at the next regular meeting.
22. An audit of the Treasurer's books shall be done at least quarterly. The President will appoint two (2) Officers and two (2) members at-large to conduct the audit.
23. All keys, documents and property of the Auxiliary will be turned over to the newly elected President at the meeting prior to the Department Convention.
24. All Committee Chairpersons will turn over any books, bulletins, Auxiliary property in their possession to the newly elected President prior to the Department Convention.
25. 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.
26. Where deemed necessary, a Recording Secretary and Sergeant-At-Arms shall be appointed by the President.
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 Secretary/Treasurer. The other two (2) signatures will be determined by the President.
28. No property of the Auxiliary is to be removed from the Auxiliary office at any time without the express permission of at least two (2) executive officers and the Secretary/Treasurer.
29. All Committee Chairpersons shall make their annual report in triplicate on questionnaires furnished by the Department. One copy is for the Unit file and the other two for the respective District Chairpersons unless forwarded by email in which case one (1) copy will suffice. The

Chairperson should follow instructions at the bottom of the questionnaire or in the plan of work communication received from the District Chairperson.

30. 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.
31. The Units' budget shall be presented to the membership for approval at the September meeting.
32. Unit meetings may be held in person or via electronic means.
33. Voting may be by voice, ballot, email, or other electronic means.

These Standing Rules may be amended by a 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 THE REGULAR UNIT MEETING ON: Feb 9, 2023.

Margaret B. Groat
UNIT PRESIDENT

Date Approved: _____

Linda Hunt
UNIT CONSTITUTION AND BYLAWS CHAIRPERSON

DEPARTMENT CONSTITUTION AND BYLAWS CHAIRPERSON

Kathleen Theresa Buden
UNIT SECRETARY