CONSTITUTION AND BYLAWS OF

MARATHON MEMORIAL UNIT 154 INC

RECEIVED
SEP 20 2016

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA

P.O. BOX 501937

MARATHON, FL. 33050

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 I - Name

The name of this organization shall be American Legion Auxiliary Marathon Memorial Unit 154 Inc. Department of Florida.

Article II - Nature

Section 1. The American Legion Auxiliary Marathon Memorial Unit 154 Inc. is a civilian patriotic service organization of women that supports the mission of the American Legion.

Section 2: American Legion Auxiliary Unit 154, 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.

Article III – Object

Section 1: The object of the American Legion Auxiliary Marathon Memorial Unit 154, Inc. Department of Florida, shall be as stated in the Preamble to the Constitution.

Article IV – Eligibility

Section 1: Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of members of The American Legion, and to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods: April6, 1917 – November 11, 1918; December 7, 1941 – December 31, 1946; June 25, 1950 – January 31, 1955; February 28, 1961 – May 7, 1975; August 24, 1982 – July 31,1984; December 20, 1989 – January 31, 1990; August 2, 1990 to the date of 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 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 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 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

C. shall automatically be admitted into Senior membership with full privileges.
D. 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, who shall serve until their successors are duly installed or as otherwise provided.
*Secretary may be elected or appointed.

Article VI – Executive Committee

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

Section 2: Amendments not having been read at the pervious 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 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 she 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 the Vice President – The First and Second Vice Presidents, 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.

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. She 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 Treasurer to receive all monies belonging to the Unit and account for them. She shall pay the bonding fee as determined by the Department Office. She 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. She 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. Her accounts shall be audited annually. She shall pay all current bills before transferring all funds, books vouchers and papers belonging to the Unit to her 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.

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.

Article IV- Unit meetings

Section 1: the regular scheduled meeting of the American Legion Auxiliary, Marathon Memorial Unit 154, 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 resident notified, or upon written request of three (3) members of the Unit.

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 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 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 or 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: 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 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 previously read may be adopted by a 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 AUGUST 8, 2016

Unit President

Unit Secretary

Eileen Harrison
Unit Constitution and Bylaws Chairman

Patricia I. Devine
Department Constitution and Bylaws Chairman

APPROVED SEP 1 2 [illegible]
Date Approved

SSTANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Marathon Memorial Unit 154 Inc. shall be held on the seconded Monday of each month, unless otherwise specified and shall be called to order at 6:30 PM.

2. Seven (7) members of this Unit, three (3) of which will be Executive Committee members shall constitute a quorum at any regular scheduled meeting of the Unit.

3. The annual Senior membership dues of the Unit shall be $25.00 to include Department and National per capita. The annual dues of the Junior membership shall be $15.00 to include the Department and National per capita.

4. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund, Community Service, Education, Girls State, Poppy, and Legislative. Other committees may be added as deemed by the membership of the Unit.

5. There will be three (3) signers needed on the Unit checking account: one being the Treasurer, the others will be Unit Officers. Two (2) signatures will be required for every check written

6. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.

7. A budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the President.

8. The office of Secretary may be combined with that of the Treasurer and called "Secretary-Treasurer.

9. An Auditing committee composed of three (3) members shall be appointed by the Unit President for the purpose of auditing the Treasurers accounts at the end of the fiscal year. All accounts will be

turned over to the incoming Treasurer at the end of the audit and a report of the audit will be made for the Unit.

10. An annual meeting of this Unit shall be held in the month of May for the purpose of electing officers for the ensuing year. Unless the date of the meeting is not within the guidelines of Department for elections (not more than 90 days nor less than 15 days prior to Department Convention).

11. A Nominating Committee composed of three (3) members shall be elected at the regular February meeting. Nominations will be taken at the March meeting with second nominations taken at the April meeting. Nominations will be closed at the end of the April meeting at which time absentee ballots will be sent out to those members requesting such ballots.

12. Absentee ballots may be requested by any member who is not anticipating being in Monroe County, Florida at least one (1) day prior to the election and on Election Day. Completed absentee ballots must be received at least one (1) day prior to the election. Request for absentee ballots must be made in writing to the Nominating Committee.

13. Officers receiving Officers pins are responsible for the pins. Pins are to be returned to the Unit upon the completion of the term of office or upon the Officer leaving the Office. If not returned, the individual will be required to pay for the replacement pin.

14. Delegates to the Department Convention and District Conference each year shall be the current /outgoing President and one other officer (to be elected by the Unit) when possible. Other wise any active member may be elected to go. Delegates must attend all meetings and make a report back to the Unit at the next regular meeting following the event attended.

15. The Unit shall pay for lodging, transportation (gas and tolls where applicable) and a food allowance of $75.00 per day per Delegate for any Department Convention and District Conference for all elected Delegates providing funds are available.

16. A gift for for the Post shall be presented to the Post Commander each year.

17. Installation of incoming Unit Officers shall be scheduled to coincide with the date of the Post installation. The outgoing administration is responsible for contacting the Post to coordinate the date.

18. The Unit President, Treasurer-Secretary, and Chair of Standing Committees may spend up to $200.00 per year for operating supply items without the vote of the membership.

19. The Unit president and Chaplain have the authority to buy and send cards, and flowers not to exceed $50.00 for an immediate family, serious illness, death, etc.

20. All Unit Officers and members while officiating in any Auxiliary function will wear appropriate dress.

21. All requests for reimbursement of monies spent must be accompanied by receipt.

22. Smoking will not be allowed at any Unit meeting.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON AUGUST 8, 2016

Unit President

Unit Secretary

Unit Constitution and Bylaws Chairman

Department Constitution and Bylaws Chairman

APPROVED SEP 12 2016

Date Approved