

CONSTITUTION AND BYLAWS
OF
NORTH PORT AMERICAN LEGION AUXILIARY
AMERICAN LEGION AUXILIARY UNIT 254
DEPARTMENT OF FLORIDA
6648 TANNEYTOWN STREET
NORTH PORT, FLORIDA 34291
November 1, 2017

RECEIVED JAN 19 2018

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 the incidents of our associates 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 the right the master of might; to promote peace and goodwill on earth; to safeguard and transmit the accomplishment of the aims and the 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, North Port, Unit No. 254, Inc., Department of Florida.*

ARTICLE II – NATURE

Section 1. *American Legion Auxiliary, North Port Unit 254, Inc.* is a civilian patriotic service organization of women who support the mission of the American Legion.

Section 2. *American Legion Auxiliary, North Port Unit 254, Inc.* shall be absolutely nonpolitical and shall not be used for dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III – OBJECT

The object of *the American Legion Auxiliary, North Port Unit No. 254, Inc.*, Department of Florida shall be as stated in the Preamble of the Constitution.

ARTICLE IV – ELIGIBILITY

Section 1. Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sister, 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 descents of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to 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 of the time of their entry therein, served on active duty on the Armed Forces of any of the governments associated with the United States during any of the said periods, and died in 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) and married shall be classified as a Senior member.
- 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 the 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 provide. (*Or a combination of some of these officers*)

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee which shall consist of the officers and 3 additional members-at-large elected by the Unit. The term of the office for members of the Executive Committee shall be for one year.

ARTICLE VII – FISCAL YEAR

The Fiscal Year shall be the same as the Department of Florida, July 1st through June 30th.

ARTICLE VIII – AMENDMENTS

Section 1: This Constitution 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 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 existing in the Executive Committee from, any cause other than the expiration of term shall be filled by a majority vote of the entire committee. A person so elected shall hold the office for the unexpired term of the member she succeeds.

Section 3: One-third 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 meeting shall be given to all members 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 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.

Section 2: Duties of the 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 him/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 comprehensive manner copies of all the correspondence sent and received; and to send and give notices 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 of 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 to account for them. She shall pay the bonding fee as determined by the Department Office. She shall maintain (2) two separate funds, namely a General Fund and a Poppy Fund. All Poppy donation shall be placed in the Poppy Fund and used to assist the veterans and his/her children. She shall keep on accounting of her receipts and expenditures, making a annual report thereon, and such other report s 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 Champlain to offer prayer at the opening and closing of each meeting, and to 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 historical records of the Unit 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 stated in the Standing Rules which shall include the Department and National per capita. The annual membership for Juniors shall be stated in the Standing Rules to include the the Department and National per Capita.

Section 2: A member failing to pay annual dues, including the Unit, State and National assessments, by January 31, shall be classed 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 31st of the year of delinquency shall automatically be dropped from the rolls and may be reinstated only by paying all back dues or be re-establishing eligibility and making application as a new member.

Article IV - Unit Meetings

Section 1: The regular meetings of the American Legion Auxiliary, North Port Unity 254, Inc. shall be held as stated in the Standing Rules. An Executive Committee meeting shall be held as stated in the Standing Rules.

ARTICLE VII - TRANSFERS

Transfers of membership from one Unit to another in the Department of Florida shall be upon the application of the member to, and acceptance by, the other Unit, in the conformity with National and Department Constitution and Bylaws.

ARTICLE VIII – DISCIPLINE

Section 1: For any violation of the Unit, Department 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) 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) day notice in writing by the Unity 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 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

The Unit organization shall be governed by “Roberts Rules of Order, Newly Revised,” on all points not covered by this Constitution and Bylaws.

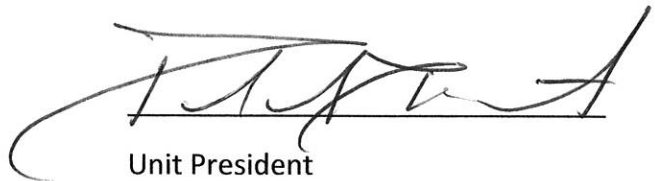
ARTICLE X – AMENDMENTS

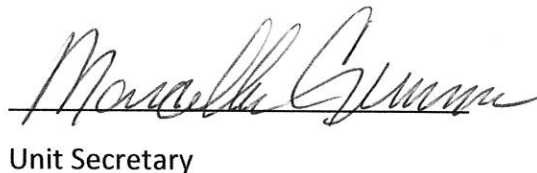
Section 1: These Bylaws may be amended by two-thirds (2/3) vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous Unit meeting.

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 Constitutions and Bylaws and Standing Rules of the American Legion Auxiliary.

THESE CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT
OUR REGULARLY UNIT MEMBERSHIP MEETING HELD ON November 16, 2017.


Unit President


Unit Secretary


Unit Constitution & Bylaws Chairman

APPROVED:


Department Constitution & Bylaws Chairman

APPROVED JAN 05 2018

Date

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary North Port Unit #254 Inc. shall be held on the 4th Thursday of each month, unless otherwise specified and shall be called to order at 7 p.m. An Executive Committee meeting shall be held the same day of the month unless otherwise specified and shall be called to order at 6:30 p.m.
2. Four (4) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$35 to include Department and National Per capita beginning with 2018 dues and Junior dues remain the same at \$5.
4. 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.
5. Unit Elected Officers, consisting of President, First Vice and Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury.
6. All members responsible for the Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.
7. When deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected or appointed to carry on the duties normally performed by the Secretary.
8. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuring year.
9. A nominating committee composed of three (3) members shall be elected for the purpose of presenting a slate of Unit officers for the ensuring 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 election.
10. Elections shall be done by secret ballot. If there is only one person nominated for an office the ballot may be dispensed with and that nominee declared a winner. Ballots will be destroyed following the meeting.
11. Any officer absent for three (3) consecutive meetings, unless for valid reasons, will be notified to provide the Unit in writing the reasons for absence or to resign.
12. Election may be by voice vote if there is only one candidate; but where there is more than one candidate for the same office, election shall be by secret ballot and the majority of votes cast shall be necessary to elect.
13. No smoking will be allowed during regular membership meetings.
14. The President will have a discretionary fund of \$100 that she may write out a check for reasons she sees fit. She is to call the treasure first to assure the balance of the account.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON November 16, 2017.

X

Unit President

Unit Secretary

X

Unit Constitution and Bylaws Chairman

X

Department Constitution & Bylaws Chairman

APPROVED JAN 05 2018

Date Approved