

CONSTITUTION

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.

ARTICLE I

NAME

The name of this organization shall be AMERICAN LEGION
AUXILIARY, Allen Green Memorial Post
Department of Florida.

Unit No. 1904

ARTICLE II

NATURE

Section 1. The American Legion Auxiliary is a civilian organization of women.

Section 2. The American Legion Auxiliary shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking office,

ARTICLE III

OBJECT

Section 1. The object of the American Legion Auxiliary, Allen Green Memorial, Unit No. 1904, 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 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 and grandmothers 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; December 22, 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 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 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. An annual meeting of this Unit shall be held in the month of March each year for the purpose of electing and receiving annual reports.

Section 3. Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written request of the members of the Unit.

Section 4. Five (5) members shall constitute a quorum at any meeting of the Unit.

ARTICLE V ELECTION

Section 1. Election shall be by ballot, and a majority of the votes cast shall be necessary to elect. When there is but one candidate for an office the ballot may be dispensed with and the nominee declared elected.

Section 2. All Officers and Executive Committee members shall be elected at a meeting duly called for that purpose not more than sixty (60) days prior nor less than fifteen (15) prior to the Department Convention. The Secretary may be either elected or appointed according to the rules prescribed by the Department.

Section 3. Delegates and Alternates to a District Constitutional Conference or Department Convention shall be elected not less than two weeks prior to the Conference or Convention. Alternates shall have priority in the order of their election.

Section 4. Vacancies in office between annual elections shall be filled by the Executive Committee.

Section 5. The Unit shall notify the Department Secretary of the names and addresses of each newly elected officer, not less than ten (10) days prior to the Department Convention, certification to be made on forms furnished by Department.

ARTICLE VI COMMITTEES

Section 1. This shall have the following Standing Committees: Americanism, Auxiliary Emergency Fund, Cavalcade of Memories, Children and Youth, Community Service, Constitution and Bylaws, Education, Girls State, Junior Activities, Leadership, Legislative, Membership, Music, National Security, Past Presidents' Parley, Poppy, Public Relations, and Veterans Affairs and Rehabilitation.

Section 2. A nomination Committee composed of three members shall be elected for the purpose of presenting a slate of Unit Officers for the ensuing year.

Section 3. An Auditing Committee composed of three members shall be appointed by the Unit President or elected by the members for the purpose of auditing the Treasurer's accounts at the close of each term, making a report of the audit to the Unit.

Section 4. A Budget Committee composed of three members shall be appointed by the Unit President or elected by the members for the purpose of presenting a budget for the ensuing year.

ARTICLE VII
TRANSFERS

Section 1. Transfer of membership from one Unit to another in the same Department 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, State or National Constitutions, or for 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 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 said appeal shall be borne by the appellant.

Section 2. Neither this Unit in the Department nor any member thereof shall circularize any other Unit or member without the consent of the Department Executive Committee.

Section 3. Liabilities: 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 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 a two-thirds 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 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.

THIS CONSTITUTION WAS READ, VOTED UPON AND APPROVED AT OUR REGULAR MEETING ON *March 18, 2012*

Shirley Jones
UNIT PRESIDENT

Cynthia G. Dupes
UNIT SECRETARY - Recording

Cynthia G. Dupes
UNIT CONSTITUTION & BYLAWS CHAIRMAN

Maureen Costello 4-22-12
Dept. CONSTITUTION AND BYLAWS CHAIRMAN

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. One-third of the members of the Executive Committee shall constitute a quorum.

Section 4. The Executive Committee shall meet once a month. Special meetings may be called by order of the President or on written request of at least three members of the Executive Committee.

Section 5. The Executive Committee shall act on all applications for and transfer of membership at the next Executive Committee meeting following the making of such application, and shall be at said meeting accepted, rejected or referred for further investigation and consideration.

Section 6. Any Executive Committee Member missing three consecutive Executive meetings without legitimate reason and being excused by the President shall automatically be dismissed.

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 Committee; to enforce strict observance of the Constitution & 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 Presidents: 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 Recording Secretary: It shall be the duty of the Recording 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; and to conduct her office in a business like manner.

Section 4. Corresponding Secretary: It shall be the duty of the Corresponding Secretary to receive and answer all mail under the direction of the President; to keep on file in a comprehensive manner copies of all the correspondence sent and received; and to send out such notices as are directed by the President.

Section 5. Duties of the Treasurer: It shall be the duty of the Treasurer to receive all money belonging to the Unit and to account for them. She shall maintain two separate funds, namely a general fund and a rehabilitation fund. All Poppy donations shall be placed in the Rehabilitation fund and be used to assist the veteran and his/her children. She shall keep an accounting of her receipts and expenditure, making a annual report thereon, and such other reports as may deemed necessary by the Unit Executive Committee. Her accounts shall be audited annually. She shall pay the Bonding fee as determined to the Department Office. She shall pay all current bills before transferring all funds, books and papers belonging to the Unit to her successor.

Section 6. Duties of the Chaplain: It shall be the duty of the Chaplain to offer prayer at the opening and closing of each meeting, and to perform such other duties as directed by the President.

Section 7. 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 8. Duties of the 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 may be requested by the President.

Section 9. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be combined into one.

Section 10. The office of Secretary may be combined with that of the Treasurer and called "Secretary-Treasurer."

ARTICLE III DUES

Section 1. The annual membership dues of this Unit shall be \$20.00 for Senior members and \$5.00 for Junior members to be paid annually or for life and shall include 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; provided, however, such suspended member shall be notified in writing by the Secretary of the Unit of such suspension prior thereto. Payment of back due, after suspension, shall reinstate such member to active membership. Any member delinquent to December 31 of the year of 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.

ARTICLE IV UNIT MEETINGS

Section 1. The regular meetings of the Alton Green Memorial Auxiliary Unit shall be held on the 3rd Wednesday of each month, unless otherwise specified, and shall be called to order at 2:30 P.M.

Section 2. An annual meeting of this Unit shall be held in the month of March each year for the purpose of electing and receiving annual reports.

Section 3. Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written request of the members of the Unit.

Section 4. Five (5) members shall constitute a quorum at any meeting of the Unit.

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AMENDMENTS

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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.

THESE BYLAWS WERE READ VOTED UPON AND APPROVED AT OUR REGULAR
UNIT MEETING ON March 18, 2012

Shirley Jones
UNIT PRESIDENT

Lynhasty Dukes
UNIT SECRETARY / Recording

Lynhasty Dukes
UNIT CONSTITUTION & BYLAWS CHAIRMAN

APPROVED BY

Maureen Costello 4-22-12
DEPARTMENT CONSTITUTION & BYLAWS CHAIRMAN