

AMERICAN LEGION AUXILIARY UNIT NAME AND NUMBER CONSTITUTION AND BY LAWS

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

Section 1: The name of this organization shall be American Legion Auxiliary, _____

_____ Unit No. _____, Department of Oklahoma. **(NOTE FROM THE CHAIR:
Your Unit Name is displayed on your Unit Charter and should be reflected in Article I.)**

Section 2: The _____ Unit No. _____,
Department of Oklahoma shall be located at _____

_____. **(NOTE
FROM THE CHAIR: Your Unit Name is displayed on your Unit Charter and should be reflected in Article
I.)**

Article II Nature

Section 1. The American Legion Auxiliary is a civilian organization of individuals who meet the eligibility requirements as determined by The American Legion.

Article III Object

Section 1. The object of the American Legion Auxiliary _____
_____ Unit No. _____ ,
Department of Oklahoma shall be as stated in the Preamble of the Constitution.

(NOTE FROM THE CHAIR: Your Unit Name is displayed on your Unit Charter and should be reflected in Article III.)

ARTICLE IV Eligibility

Section 1. Membership in the American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion shall be provided as a footnote o this Constitution for information purposes and shall be updated as appropriate. ***(NOTE FROM THE CHAIR: As of October 3, 2019, the exact eligibility languages has not been released from The American Legion Auxiliary National Headquarters. This Article will read differently once the exact language has been distributed.)***

Section 2. There shall be two (2) 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. The membership year the Junior member shall reach the age of eighteen (18) years, the Junior member shall automatically be admitted into Senior Membership with full privileges.
- (c) Dues of both classes shall be paid annually or for life.

ARTICLE V 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. *(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 additional members-at-large elected by the Unit. The term of office for members of the Executive Committee shall be for one year. *(Suggest that it be three additional members)*

ARTICLE VII

Amendments

Section 1. This Constitution may be amended by a 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 meeting.

Section 2. 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 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 (1/3) of the members of the Executive Committee shall constitute a quorum. ***(NOTE FROM THE CHAIR: Each District and Unit has the authority to establish its quorum requirements. Quorum should be the number of members that can be reasonably expected to attend a properly called meeting.)***

Section 4. Special meetings may be called by order of the President or on written request of at least three (3) members of the Executive Committee. Uniform notice of such special meeting 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 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 he or 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 his or her absence, perform his or her duties, and shall succeed his or 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 record the proceedings and transactions of all the 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; to send out such notices as are directed by the President; to process the correspondence of the Unit; to keep on file in a comprehensive manner copies of all the correspondence sent and received; and perform such other duties as shall be required of her by the President.

Section 4. *Duties of the Treasurer:* It shall be the duty of the Unit Treasurer to receive all money belonging to the Unit and to account for them. He or she shall maintain two separate funds, namely a general and a Poppy fund. All Poppy donations shall be placed in the Poppy fund and be used to assist the veteran and his or her children. He or she shall keep an accounting of receipts and expenditures, making a monthly report thereon, and such other reports as may be deemed necessary by the Unit Executive Committee. His or her accounts shall be audited annually. He or she shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to his or 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 to perform such other duties as the President may direct.

Section 6. *Duties of the Historian:* It shall be the duty of the Unit Historian to compile 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 meetings of the Unit and to perform such other duties as may be requested by the President.

Section 8. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.

Section 9. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

ARTICLE III Dues

Section 1. The annual membership dues of this Unit shall be \$_____ for Seniors paid annually or for life, and shall include the Department, National, and District per capita. The annual membership dues of this Unit shall be \$_____ for Junior members paid annually or for life, and shall include the Department, National, and District per capita. **[NOTE: The Chair recommends that language that has the potential of changing more frequently be included in Standing Rules.]**

Section 2. A member failing to pay annual dues, including the Unit, State, National, and District 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 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 V Unit Meetings

Section 1. The regular meetings of the _____ Auxiliary Unit shall be held on the _____ of each month, unless otherwise specified, and shall be called to order at _____ p.m.

Section 2. An Annual meeting of this Unit shall be held in the month of _____ each year for the purpose of electing officers and receiving annual reports. *(Suggest the month of April; most reports are due to Department Chairman by May 1st).*

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 members of the Unit.

Section 4. _____ members shall constitute a quorum at any meeting of the Unit. ***(NOTE FROM THE CHAIR: Each District and Unit has the authority to establish its quorum requirements. Quorum should be the number of members that can be reasonably expected to attend a properly called meeting.)***

ARTICLE V Election

Section 1. 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 ballot and the majority of votes cast shall be necessary to elect.

Section 2. Delegates and alternates to a Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two weeks prior to the convention. Alternates shall have priority in the order of their election.

Section 3. All officers and executive board members shall be elected annually at a meeting duly called for that purpose. The Secretary may be either, elected or appointed according to the rules prescribed by the Department.

ARTICLE VI Committees

Section 1. A nominating committee composed of three (3) members shall be elected for the purpose of presenting a slate of Unit officers for the ensuing year.

Section 2. An auditing committee composed of three (3) members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close or each term, and making a report of the audit to the Unit.

ARTICLE VII Transfers

Section 1. Transfer of membership from one Unit to another in the Department of Oklahoma shall be upon application of the member to, and acceptance by, the other Unit, in conformity with National and Department Constitutions and Bylaws.

ARTICLE VIII Discipline

Section 1. For any violation of the Unit, State 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 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 days notice in writing by the Unit 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 shall be final. The expense 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 thereof without the consent of a 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 or 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 (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. These Bylaws shall be automatically amended to conform to the National and Department Constitutions and Bylaws and standing rules of the American Legion Auxiliary.

Unit President

Unit Secretary

Date