



Harry S. Foster
American Legion Auxiliary Unit# 67,
Inc.

900 Kecoughtan Road
Hampton, Virginia 23661

Constitution -- Bylaws and
Standing Rules

Revised and Amended
July 2025

**CONSTITUTION
OF THE
AMERICAN LEGION AUXILIARY UNIT 67**

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 in all 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 consecrate and sanctify our comradeship by our devotion to mutual helpfulness.

ARTICLE I – NAME

The name of this organization shall be American Legion Auxiliary, Harry S. Foster, Unit no. 67, Department of Virginia.

ARTICLE II – NATURE

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

ARTICLE III – ELIGIBILITY

Section 1. 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.*

* A woman who is eligible for American Legion membership is eligible to join the American Legion Auxiliary regardless of whether or not she is a member of The American Legion. However, eligibility of her female relatives (sister, mother, direct descendants) and/or spouse depends upon her membership in The American Legion.

ARTICLE IV – UNIT OFFICERS

The Unit Organization shall have the following unit officers: Unit President, Unit First Vice President, Unit Secretary, Unit Treasurer, Unit Chaplain, Unit Historian, and Unit Sergeant-At-Arms. Such officers shall serve for one (1) year term or until their successors are elected; a term shall start upon the installation of officers.

**BYLAWS
OF THE
AMERICAN LEGION AUXILIARY UNIT 67**

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

Section 3. 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 special meeting shall be given to all members of the Executive Committee; and, except in extreme emergency, shall be given at least 48 hours in advance. At special meetings, only the business specified in advance shall be transacted.

ARTICLE II - DUTIES OF OFFICERS

Section 1. Duties of the Unit President: Meetings of the Unit and Unit Executive Committee (format agenda and presides at both meetings); enforce observation of the Constitution and Bylaws; appoints chairs of standing committees; create other committees and appoint chairs as deemed necessary; work with any/all committees when requested; approve all checks and expenditures for the Unit; work with the Commanders of the Post, Sons, and Director of the Riders for joint activities; represent the Auxiliary in a professional manner; responsible for all reports for the Unit as required by District and Department; attend District meetings, conferences, and conventions; attend any/all Auxiliary functions; and other duties as deemed necessary.

Section 2. Duties of the Unit Vice President: Assist the President; perform the duties, if absent, of the President; succeed to the Office of the President in case of death, resignation, or removal of President; organize initiation for new members; attend both the Executive Committee and Unit meetings; attend any/all Auxiliary functions (as possible); and other duties as deemed necessary.

Section 3. Duties of the Unit Secretary: Receive and answer official mail under the direction of the President; keep on file copies of all correspondence sent and received; send and give notice of all meetings; record the proceedings and transactions of all meetings of the Unit and the Executive Committee; signs checks; attend both Executive Committee and Unit Meetings; attend any/all Auxiliary functions as possible; and other duties as deemed necessary.

Section 4. Duties of the Unit Treasurer: It shall be the duty of the Unit Treasurer to receive all money belonging to the Unit and to account for them; 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/her children; shall keep an account of all receipts and expenditures, making monthly reports thereon, and such other reports as may be deemed necessary by the Unit Executive Committee; accounts shall be audited annually; file all Federal, State, and Local paperwork (as necessary); shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to her successor.

Section 5. Duties of the Unit Chaplain: It shall be the duty of the Unit Chaplain to offer prayer at the opening and closing of each meeting; send get well, sympathy, thinking of you cards as deemed appropriate; make phone calls and hospital visits as deemed appropriate; notify Membership Chair of any deceased members of the Unit; and perform such other duties as deemed by the President.

Section 6. Duties of the Unit Historian: It shall be the duty of the Unit Historian to compile historical records of the Unit and make a report to the Department; attend both Executive Committee and Unit Meetings; attend any/all Auxiliary events, as well as those where members of the Auxiliary are participating; and other duties as deemed necessary.

Section 7. Duties of the Unit Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings of the Unit; responsible for all members signing into the Unit Meeting; help to set up and tear down for all meetings; attend Unit meetings; attend any/all Auxiliary functions as possible; and perform such other duties as 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. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer". Members should attend any/all Auxiliary functions as possible and assume other duties as deemed necessary.

ARTICLE III - DUES

Section 1. The annual membership dues of this Unit shall be \$40.00 for Senior and \$20.00 for Junior paid annually 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. 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 only by paying all back dues or by re-establishing eligibility and making application as a new member.

ARTICLE IV - UNIT MEETING

Section 1. The regular meetings of the Harry S. Foster Auxiliary Unit shall be held on the 1st Sunday of each month, unless otherwise specified, and shall be called to order at 3:00 p.m.

Section 2. An annual meeting of this Unit shall be held in the month of May each year for the purpose of electing officers 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 members of the Unit.

Section 4. Members shall constitute a quorum at any meeting of the Unit.

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 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. The term of officers shall be one (1) year. One may be re-elected.

ARTICLE VI - COMMITTEES

Section 1. A nominating committee composed of three members shall be elected at the April meeting of the Unit for the purpose of presenting a slate of Unit officers for the ensuing year.

Section 2. An auditing committee composed of three members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the end of 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 shall be upon application of the member to, and acceptance by the other Unit, in conformity with National and Department Constitution and Bylaws. Transfer is final upon verification of eligibility, evidence of paid membership, and acceptance of the transferee by the new Unit. (See Handbook)

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 of those present and voting 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. Neither this Unit in the Department or any member thereof shall circulate any other Unit or member thereof 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 the current edition of "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 and voting 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.

NOTE: The National Constitution and acts of the National Conventions constitute the fundamental law of the Auxiliary and the Department Constitutions. The acts of the Department Convention and the Department Executive Committees must conform to them or be rendered null and void. Similarly, the Constitution of a Unit must conform to the Constitution of the Department in which it is located. Any provision of a Unit Constitution which conflicts with the Constitution of the Department or with any action of the Department Convention or the Department Executive Committee Is invalid and without effect. In a few Departments the adoption of a uniform Unit Constitution and Bylaws prescribed by the Department is mandatory.

**STANDING RULES
OF THE
AMERICAN LEGION AUXILIARY UNIT 67**

Standing Rules are rules and regulations for the guidance of an assembly, which have been adopted, the same as resolutions, by a majority vote without previous notice. They are usually administrative in nature. A Standing Rule may be amended or rescinded by a two-thirds vote, or if notice had been given by a majority vote. Standing Rules are usually adopted from time to time, as they are needed, in the form of resolutions. These rules are more detailed than the Constitution and Bylaws. They are to be used to clarify but must remain in agreement with the Constitution and Bylaws.

SECTION I

1. Each member is to assist when and where assistance is needed, when called upon.
2. Each member is to donate a covered dish and serve food at the time of death and other capacities, (i.e. flower bearer, home visitation and shopping) as needed.
3. Send cards to the family of the ALA Unit 67 Member at time of death and during illness.
4. Any **active** member hospitalized will receive a card and twenty-five dollars (\$25.00) **once** in a 12-month period; if the funds are available. Member must be hospitalized for at least 48 hours.
 - a. An active member is defined as one who attends monthly meetings, participates in fundraising events, and/or attends Legion-sponsored activities.
 - b. All delinquent dues, tickets, etc., must be paid in full in order to receive said funds.
5. Should a member be sick a second time during the year, the ALA members will send a shower of cards.
6. Cards will be sent to the husband of the members hospitalized.
7. During time of death of an immediate family member, a donation of \$50.00 will be given; the same will be done for a surviving spouse. One (1) monetary donation will be given to ALA members who are within the same family.
8. Members of the immediate family to include children, mother, father, stepparents, and/or siblings will receive a donation **OR** floral arrangement. The Unit will vote as to what will be given at that time.

SECTION II

1. Members shall have a Navy Blue Suit and White Dress; as well as an Unit cap for uniformity. Pantsuits are acceptable.

2. Members will donate school supplies for Back to School functions for school-aged children/

3. Fundraising projects will be held for special activities. Members are exempt from paying for an ALA sponsored-affair only if they sell two (2) tickets for the event.

SECTION III

1. Any member on the Executive Board inexcusably missing three (3) consecutive meetings shall be relieved of their duties.

2. Any member who will not be in attendance of a regular meeting should contact the presiding officer.

3. Any member who fails to respect the "Point of Order" will be escorted out of the meeting by the Sergeant-at-Arms.