



CONSTITUTION, BYLAWS and STANDING RULES AMERICAN LEGION AUXILIARY

Department of Kansas

District _____

Unit Name _____

Unit Number _____

Revised/ Amended (DATE) _____

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 association 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 good will 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, (post name)
_____ Unit No. _____, Department of _____.

Article II - Nature

Section 1. The American Legion Auxiliary is a civilian patriotic organization that supports the mission of The American Legion.

Article III - Object

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

Article IV - Eligibility

Section 1. Eligibility for membership in the American Legion Auxiliary is determined by the American Legion as noted in the Department Constitution.¹

Section 2. There shall be two classes of membership, Senior and Junior.

- a. Senior membership shall be composed of members over the age of 18 years, provided, however, that a wife under the age of 18 years, who is eligible under Section 1 of this article, shall be classed as a Senior member.
- b. Junior membership shall consist of that group under the age of 18 years, whose activities shall be supervised by the Senior membership. Upon reaching the age of 18 years, Junior members shall automatically be admitted into Senior membership with full privileges including voting and holding office.
- c. Dues of both classes shall be paid annually or for life.

¹ 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.

Article V - Unit Officers

Section 1. The Unit shall elect annually a President, 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 vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous meeting or distributed in advance.

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.

Adopted :

Date_____

President _____ signature_____

Vice President_____ signature_____

Secretary_____ signature_____

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 end 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 succeeded.

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 request of at least three 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 48 hours in advance. At special meetings, only the business specified in advance 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 as the president considers 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 vice president shall assist the president when called upon and, in the absence of the president, perform the duties and shall succeed to the 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 minutes 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 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. The treasurer shall keep two separate funds: a general fund and a poppy fund. All poppy donations shall be placed in the poppy fund and be used only to help veterans or active-duty military and their families following the poppy guidelines of the national organization. The treasurer shall keep all receipts and account for expenditures in a monthly report and such other

reports as may be considered necessary by the Unit Executive Committee. Unit accounts shall be audited annually. All current bills shall be paid before transferring all funds, books, and papers belonging to the Unit to the treasurer's 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 considered necessary, a recording secretary and a corresponding secretary may be elected to carry out the duties normally performed by the secretary.

Section 9. The office of secretary may be combined with that of treasurer and called "secretary-treasurer." (if allowed under state law)

Article III - Dues

Section 1. The annual membership dues of this Unit shall be as stated in the Standing Rules, paid annually or for life, and shall include the Department and national per capita.

Section 2. A member not paying annual dues, including the Unit, Department, and national assessments by Jan. 31, shall be classified as delinquent, and shall be suspended from membership privileges.

A member considered delinquent for not paying dues by December 31 of the current membership year shall be classified as expired. Such expired member may rejoin as an active member under the member's original join date without interruption of continuous years of membership, and membership privileges reinstated, by payment of all past dues. A member considered expired for not paying dues by December 31 of the current membership year may rejoin, with a new join date, at any time in the future by re-establishing eligibility and making application as a new member.

Article IV - Unit Meetings (if electronic meetings are authorized in your state, include a statement here authorizing them, with details in the standing rules. Robert's Rules of Order, Newly Revised, 12th edition, has examples.)

Section 1. Regular meetings of the Auxiliary Unit _____ shall be held at a time and place as specified in the standing rules.

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.

Section 3. Special meetings of this Unit may be called by _____
(include details on who may call special meetings and the number of days required).

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 serve for one term or until their successors are elected. (define the term of office here)

Article VI – Committees

The President shall appoint chairs and members of standing committees, which are named by the National President, and such other committees as deemed advisable, subject to the approval of the Department Executive Committee. The Department President shall be an ex officio member of all committees.

Article VII - Transfers

Section 1. A member who is not subject to suspension or membership revocation is eligible to transfer membership to another Unit if they have paid their membership dues to their current Unit for either the current year or immediate past membership year. A member transferring to a new Unit must pay current year dues to either their current Unit or the Unit into which they wish to transfer.

Section 2 Transfer is final upon verification of eligibility, evidence of paid membership, and acceptance of the transferee by the new Unit. Acceptance will be by _____
_____ (add Units process)

Evidence of paid membership:

1. American Legion Auxiliary membership card
2. Verification of membership by ALA department or National Headquarters membership records
3. Other documentation verifying payment of current or immediate past year membership dues, such as a canceled check or receipt; or
4. When verifying documentation is not available, a sworn statement that the member's membership dues payment was tendered.

Article VIII - Discipline

Section 1. Consult Robert’s Rules of Order, Newly Revised, for suggested parliamentary discipline procedures. (Remember you need to adopt a code of ethics or conduct to enforce standards of conduct and that all discipline must be fundamentally fair.)

Section 2. Consult Department and National procedures.

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 at a regular Unit meeting if the proposed amendments have been read at the previous Unit meeting or distributed in advance.

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.

Adopted :

Date_____

President _____ signature_____

Vice President_____ signature_____

Secretary_____ signature_____

Standing Rules (sample)

1. Dues for Unit _____ will be \$_____ for seniors \$ _____ for juniors.
(Or The annual membership dues of Unit _____ shall be \$5 more than the amount required by the Department for Seniors. Jr. dues shall be \$1.50 more than the amount required to send to Department.)
2. Meeting will be held on _____ at ____ o'clock at _____ .
3. Finance
 - a. All spending will be budgeted or approved by members
 - b. The budget for the year will be approved one meeting after elections
 - i. Budgeted items may be purchased and then receipts turned in.
 - ii. Automatically pay annual recurring budgeted times.
 - c. There will be an annual review/audit of the Unit finances by members not signers on the account
 - d. The 990 form will be filed with the IRS each year by the _____
(who will file).
4. A Legion post has no authority to regulate a Unit and vice versa.
5. The Unit will pay the Department for ___ ALAMIS access. These will be the person that submits membership and the President. (or as the unit decides)
Passwords may not be shared with others.
6. Officers and Committee chairs will send the District Officers and Committee chairs a Year End Report.
7. Delegates to District and Department Convention will be voted on at a Unit meeting and sent to the District president or Department office.
8. The Unit will follow the Poppy donation guidelines
9. Standing Rules can be changed by a vote of the Executive Committee or Unit Convention by a simple majority.

Adopted :

Date _____

President _____ signature _____

Vice President _____ signature _____

Secretary _____ signature _____