

2015-2016
CONSTITUTION
and
BYLAWS
of

American Legion Auxiliary

UNIT # _____

Department of Alaska
_____, **Alaska**

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.

ARTICLE I - NAME

The Name of this organization shall be American Legion Auxiliary, _____
Unit # _____, Department of Alaska

ARTICLE II - NATURE

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

Section 2. The American Legion Auxiliary shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principals nor for the promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III - OBJECT

The object of the American Legion Auxiliary, _____ Unit # _____, Department of Alaska, 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, sisters, 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 descendants 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, 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 the said periods, and died in the 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 over the age of eighteen; provided, however, a member eligible under Section 1 of this Article and who is under the age of eighteen years (18) years of age and married, shall be classed as a Senior member.

(b) Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.

(c) Dues of both classes shall be paid annually or for life.

ARTICLE V - UNIT OFFICERS

The Unit shall elect annually a President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian and Sergeant- at-Arms, (or a combination of some of these officers) and Executive Committeewomen.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee which shall consist of the Officers and three (3) additional members-at-large elected by the Unit

Section 2. The Unit shall elect three (3) members to be Trustees if needed, who would also be on the Executive Committee.

Section 3. No member or group of members shall subject this Unit to liability without authorization of the Unit. In the event this Unit ceases to exist, all funds generated through their State Gaming Permit must be distributed to the designated accounts. When all outstanding obligations have been met and its

business affairs are ended the remaining assets are to be conveyed to the Department of Alaska for distribution.

ARTICLE VII - FISCAL YEAR

The fiscal year shall be the same as the Department, May 1 to April 30.

ARTICLE VIII - AMENDMENTS

Section 1. This Constitution may be amended by a two thirds vote of the members present at the Department Convention, provided the proposed amendments shall have been read at the previous meeting.

Section 2. Amendments not having been previously read 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.

Unit President

Unit Secretary

Date

Date

BY-LAWS

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 Executive Committee. A person so elected shall hold office for the un-expired term of the member whom she succeeds.

Section 3. If the Unit President vacates her office for any reason other than the expiration of her term the Vice President fills the office and holds the office for the un-expired term of the member whom she succeeds.

Section 4. One-third of the members of the Executive committee shall constitute a quorum. The Executive Committee shall appoint a Nominating Committee before the end of January.

Section 5. The Executive Committee shall meet once a month, special meetings may be called by the order of the President or on written request of at least three (3) members of the Executive Committee.

ARTICLE II - DUTIES 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.

She will be on the Department Executive Committee as the Unit Delegate-at-Large with a vote.

Section 2. Duties of the Unit 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 her in office in case of death, resignation or removal from office.

Section 3. Duties of the Unit Secretary: It shall be the duty of the 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 the addresses of the members, showing the source of their eligibility; to send out such notices as are directed by the President; to conduct the correspondence of the Unit; to keep on file in a comprehensive manner copies of all correspondence sent and received; and perform other duties as shall be required of her by the President.

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 the same. She, along with two other members appointed by the President, prepares the annual Unit budget for the Unit's approval at the first regular meeting of the year. The Treasurer shall pay all orders signed by the President or Secretary and shall retain these orders as her vouchers. She shall keep account of her receipts and expenditures, making annual report thereon, and such other reports as may be deemed necessary by the Unit Executive Committee. Her accounts shall be audited annually. She shall pay over to and deliver to her successor all money, vouchers, books and papers belonging to the Unit.

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 meeting, and to perform such other duties as the President may direct.

Section 6. Duties of the Unit 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 Unit 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. The offices of Secretary and Treasurer may be combined and called Secretary/Treasurer.

ARTICLE III - DUES

A member failing to pay annual dues, including the National, Department and Unit 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 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.

ARTICLE IV - UNIT MEETING

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

ARTICLE V - ELECTION

Section 1. All Officers, Executive Board and Trustees shall be elected annually at a meeting duly called for that purpose.

Section 2. The annual first reading of Nominations will be during the first regular scheduled meeting in February, the Nominations and Elections will be held during the regular scheduled meeting in March.

Section 3. Elections shall be the first item under New Business at the regular meeting scheduled for Election. Voting will be by ballot and a majority of the votes cast shall be necessary to elect. In the event there is only one candidate for Office the vote may be by voice.

Section 4. Delegates and Alternates to a Department Convention shall be elected at a 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. The Unit President will be a Delegate-at-Large at Department Convention with a vote. If she is unable to attend an Alternate should be elected to represent the Unit and cast their vote. The Unit President will be on the Executive Committee of the Department.

ARTICLE VI - COMMITTEES

Section 1. A nominating committee composed of three members shall be appointed for the purpose of presenting a slate of Unit officer's 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 close of each term, and make a report of the audit to the Unit.

ARTICLE VII - TRANSFERS

Membership from one Unit to another in the Department of Alaska 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, 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 of the vote cast at a Unit meeting duly called for that purpose, said removal or expulsion to be binding only in the event said Officer or member shall have been given at least fifteen (15) days notice in writing by the Unit Executive Committee 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 or any member thereof shall circularize any other Unit or member thereof without the consent of the Department Executive Committee.

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 and Standing Rules.

ARTICLE X - AMENDMENTS

Section 1. These Bylaws will be amended by a two-thirds vote of the members present at a regular Unit Meeting, provided the proposed amendments are to the Date & Time of meetings, Nominations, Elections, Installations, amount of dues or number for a Quorum, and shall have been read at the previous regular meeting. All other changes to these Bylaws must be made at Department Convention.

Section 2. Amendments not having been previously read will 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.

(The following sections are no longer a part of the Unit Bylaws. You will need to include the following sections into your Unit Standing Rules and remit a copy of your Standing Rules to ALA Department of Alaska as soon as you have done so.)

STANDING RULES

DUES

The annual membership dues of this Unit shall be \$_____ for Seniors and \$_____ for Juniors which will include the National and Department per capita. They may be paid annually or for life.

MEETINGS

Section 1. The regular meetings of this Auxiliary shall be held on the _____ and _____ day of each month, and shall be called to order at _____.

Section 2. Installation of officers in this Unit will be held _____ and the taking of office shall be after the Department Convention.

Section 3. _____ members shall constitute a quorum at any regular meeting of the Unit. The most Senior Unit Officer present will preside in the absence of the Unit President.