

UNIT CONSTITUTION  
AND BYLAWS  
AMERICAN LEGION AUXILIARY

**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 all Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and 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**

The name of this organization shall be American Legion Auxiliary \_\_\_\_\_  
\_\_\_\_\_ Unit No. \_\_\_\_\_  
Department of Wyoming.

### **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**

The object of the American Legion Auxiliary, \_\_\_\_\_  
Unit No. \_\_\_\_\_ Department of Wyoming 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:

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 members 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 being 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 period and died in the line of duty or after honorable discharge; and

3. Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members 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.

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 years; a wife/husband who is under the age of eighteen years and eligible under Section 1 will be classified as a senior member.
- B. Junior membership shall consist of members under age eighteen and activities of junior members 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 of membership shall be paid annually or for life.

## **Article V – Unit 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.

## **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.

## **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.

# BYLAWS

## Article 1 – 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 he/she succeeds.

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 a 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 forty-eight 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 Unit President to preside at all meetings of the Unit and the Unit Executive Committee; to enforce strict observance of the Constitution and By-Laws; to appoint members of the standing committees; to make an annual report to the District and Unit; to perform such other duties as custom and parliamentary usage requires; and to appoint all officers not otherwise provided for.

Section 2. Duties of the Vice-Presidents: The Vice-Presidents shall, when called upon, assist the President and in their absence perform their duties, and shall succeed them 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 of Unit; to act as custodian of all books, papers and records to keep a record of names and addresses of 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 correspondence sent and received; and perform other duties as shall be required 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 them. They 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 family. Shall

keep an accounting of the receipt's and expenditures, making a monthly report thereon and such other reports as may be deemed necessary by the Unit Executive Committee. The accounts shall be audited annually. They shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to his/her successor.

Section 5. Duties of the Historian: It shall be the duty of the Unit Historian to compile an annual historical record of the Unit and to make a report to the Department.

Section 6. Duties of the Chaplain: It shall be the duty of the Unit Chaplain to offer prayer at the opening of each meeting, perform memorial service and to perform such other duties as the President may direct.

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 perform such other duties as requested by the President.

Section 8. The Treasurer, and any member who temporarily has funds of the Unit in their keeping, shall be bonded through the Department of Wyoming's Blanket Bond. The premium of said bond to be paid by the Unit.

### **ARTICLE III- DUES**

Section 1. The annual membership dues of the Unit shall be paid annually or for life and shall include the Department and National per capita.

Section 2. The annual membership dues of this Unit shall be: Senior - \_\_\_\_\_ Junior - \_\_\_\_\_, effective with the \_\_\_\_\_ dues year.

Section 3. A member failing to pay annual dues, including the Unit, Department 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 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 delinquency shall automatically be dropped from membership rolls and may be reinstated only by paying back dues or by re-establishing her eligibility and making application as a new member.

Section 4. Unit officers must have current annual dues paid by December 31, or the will be automatically dropped from the office they hold. The vacancy shall then be filled by vote of the Executive Committee.

### **ARTICLE IV-UNIT MEETINGS**

Section 1. The regular meetings of this \_\_\_\_\_ Unit shall be held on the \_\_\_\_\_ of each month and shall be called to order at \_\_\_\_\_.

Section 2. An annual meeting of the Unit shall be held in the month of April each year for the purpose of nominating 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 the written request of five (5) members of the Unit.

Section 3. \_\_\_\_\_ members shall constitute a quorum at any meeting of the Unit.

## **ARTICLE V-ELECTION**

Section 1. Election of Officers, Executive Committee and Nominating Committee shall be held annually in the month of May, with installation to take place in the month of June.

Section 2. Election of only one candidate for a particular office shall be by acclamation. Where there is more than one candidate for the same office, election shall be by ballot and a majority of the votes cast shall be necessary to elect.

Section 3. In order to participate in the election of Unit Officers, a member shall have paid her dues for the current fiscal year within which the election is held, at the time of nomination of candidates for office and, in any event, at least two weeks prior to the election.

Section 4. Delegates and alternates to a Department Convention shall be elected at a Unit meeting in May. Alternates shall have priority in the order of their election.

## **ARTICLE VI-TRANSFERS**

Section 1. For transfer of a membership from one Unit to another in the Department of Wyoming, a member shall complete an application to, and must be accepted by, the other Unit in conformity with National and Department Constitution and By-Laws.

## **ARTICLE VII-COMMITTEES**

Section 1. A nominating committee composed of three 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 two members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts every six (6) months, and making a report of the audit to the Unit.

## **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 an officer removed from office, by two-thirds vote at a Unit meeting duly called for that purpose, or at any regular Unit meeting, provided said expulsion or removal shall be binding only in event said member or officer shall have been given at least fifteen (15) days notice in writing by the Unit Executive Committee of the charges and the hearing thereof. Either party may have the right of appeal to the Department Executive Committee or 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 the Department Executive Committee.

Section 3. Liabilities: No member or group of members shall subject this Unit to liability with 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 the Unit's Constitution and By-Laws.

### **Article X - Amendments**

Section 1. These By-Laws may be amended by a two-thirds vote of the members present at a regular meeting of the Unit, provided the proposed amendments shall have been read at the 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 By-Laws shall be automatically amended to conform to the National and Department Constitution and By-Laws and standing rules of the American Legion Auxiliary.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

Date \_\_\_\_\_