



CONSTITUTION

BYLAWS

AND

STANDING RULES

OF

**THE AMERICAN LEGION AUXILIARY
NEAL THOMAS JR. CENTENNIAL POST 209**

PREAMBLE OF THE CONSTITUTION

"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 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**

Section 1. The name of this organization shall be the American Legion Auxiliary, Neal Thomas Jr. Centennial Unit 209, Department of Colorado.

ARTICLE II **NATURE**

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

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

ARTICLE III **ELIGIBILITY**

Section 1. Membership in the American Legion Auxiliary shall be limited to the mothers, wives, daughters, sisters, granddaughters, and great-granddaughters and grandmothers of members of the American Legion, and the mothers, wives, daughters, sisters, granddaughters, and great granddaughters, and grandmothers of all men and women who were in the Armed Forces of the United States during any of the eligible periods: World War I, April 6, 1917 to November 11, 1918; World War II, December 7, 1941 to December 31, 1946; Korean War, June 25, 1950 to January 31, 1955; Vietnam War, December 22, 1961 to May 7, 1975; Granada and Lebanon, August 24, 1982 to July 31, 1984; Panama, December 20, 1989 to January 31, 1990; Persian Gulf, August 2, until cessation of hostilities; 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 said periods, and died in the line of duty or after honorable discharge; and those women who in 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; provided, however, that a wife under the age of eighteen years, who is eligible under Section 1 of this Article, shall be classed as a Senior member.

(b) Junior membership shall consist of groups 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. There will be no minimum age for Junior membership.

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

ARTICLE IV
UNIT OFFICERS

Section 1. The Unit shall elect annually a President, Vice-President, Secretary, Treasurer, Chaplain, Historian, and Sergeant-at-Arms.

Section 2. Said officers shall assume the duties of their respective offices immediately following the Department Convention.

ARTICLE V
EXECUTIVE COMMITTEE

Section 1. There shall be a Unit Executive Committee, which shall consist of elective Unit Officers, three additional members-at-large consisting of and elected as follows: Junior Past President, and two other members-at-large from the general membership. On this committee are the following chairmen: Americanism Children and Youth, Constitution and By Laws, Girls' State, Legislation and Rehabilitation and Veterans Affairs.

ARTICLE VI
FISCAL YEAR

Section 1. The fiscal year shall be the same as that of the Department.

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 amendment or amendments shall have been read at the previous meeting.

Section 2. Amendments not having been previously read may be adopted by a 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.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

Section 1. This Unit Organization shall be governed by "Roberts Rules of Order," Revised, on all points not covered by this Constitution and subject to all the provisions of the National and Department Constitution.

Section 2. The Constitution shall be read to the Unit once each year.

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 whom she succeeds.

Section 3. One third of the members of the Executive Committee shall constitute a quorum.

Section 4. The Executive Committee shall meet as needed. Special meetings may be called by order of the President, or on written request to the President, of at least three members of the Executive Committee. All members shall be informed.

ARTILE II DUTIES AND POWERS OF OFFICERS

Section 1. 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 By Laws; to appoint members of the standing committees; to create such other committees and appoint members thereon as she deems advisable; to perform such other duties as custom and parliamentary usage require.

Section 2. Vice-President: It shall be the duty of the Vice-President, when called upon, to assist the President and, in the President's absence, perform her duties, and shall succeed the President in office in case of death, resignation or removal. The Vice President is the membership chairman.

Section 3. Secretary: It shall be the duty of the Secretary to record the proceedings and transactions of all meetings of the Unit and Unit Executive Committee; to act as custodian of all books, papers, and records; to keep a record of names and addresses of the members; to transmit to Department names of all members at least monthly, and to perform other duties as shall be required of her by the President.

Section 4. Treasurer: It shall be the duty of the Treasurer to receive all money belonging to the Unit and to account for the same. The Treasurer shall pay all orders

signed by the President or Secretary and shall retain these orders as her vouchers. The Treasurer shall keep account of all receipts and expenditures, making monthly and annual reports thereon, and such other reports as may be deemed necessary by the Unit Executive Committee. The accounts shall be audited annually immediately following the Department Convention. The Treasurer shall pay over to and deliver to her successor all monies, vouchers, books and papers belonging to the Unit.

Section 5. Historian: It shall be the duty of the Unit Historian to compile historical records of the Unit and send reports to District and Department Historians.

Section 6. Chaplain: It shall be the duty of the Chaplain to offer prayer at the opening and closing of all meetings and to perform such other duties as the President may direct. The Chaplain shall keep a record of the deceased members and transmit to District and Department Chaplains prior to Department and District Conventions.

Section 7. Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings of the Unit. The Sergeant-at-Arms shall be responsible for the care of the Unit Emblem and Flags. It shall be her duty to make ready the meeting room, and such other duties as may be prescribed by the President.

Section 8. Removal from Office: Any elected officer who is absent at three consecutive meetings without valid reason, as approved by the President, shall be removed from that office upon written notice by the Unit Secretary. The Executive Committee may make a recommendation to reinstate such member's status.

ARTICLE III **COMMITTEES**

Section 1. The President shall appoint such committees as designated in the Department By Laws.

Section 2. The Standing Committees of the Unit shall be: Americanism, Community Service, Constitution and By Laws, Legislation, Ways and Means, Membership, Girls' State and Veterans Affairs and Rehabilitation.

Section 3. Duties of these Committees are given in the National Unit Handbook and shall also be under the direction of the President and the Executive Committee.

Section 4. The President shall appoint a Parliamentarian to serve during the Presidents term of office.

ARTICLE IV
ELECTIONS

Section 1. The Unit shall elect and install its Unit Officers prior to the Department Convention, however, such officers shall not assume the duties of their offices until after the Department Convention.

Section 2. The Nominating Committee of three members shall be elected in January by the membership and their proposed slate of officers presented to the Unit at the March meeting.

Section 3. Election shall be by written ballot in case of a contest for any office. Nominations may be made from the floor. The nominee receiving the majority of votes cast shall be elected to that office

Section 4. Eligibility to vote at meetings or elections shall be determined by presentation of a valid membership card if requested.

ARTICLE V
MEETINGS

Section 1. The regular meeting of this Unit shall be held monthly.

Section 2. The meeting of this Unit held in April of each year is for the purpose of electing offices. Annual reports of the officers and chairmen shall be read as determined by the President.

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 ten percent (10%) of the members of the Unit.

ARTICLE VI
DUES

Section 1. Annual dues shall become payable following the close of each Department Convention for the succeeding calendar year.

Section 2. The annual membership dues of this Unit shall be determined by a majority ruling of the membership. This shall include the Department and National per capita dues.

Section 3. Dues paid are valid until December 31. The membership year runs from January 1 to December 31.

Section 4. A member failing to pay the annual dues for 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 in writing by the Secretary of the Unit of such suspension prior hereto. 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 not thereafter be reinstated without a vote of the Unit and payment of all past dues, or by re-establishing eligibility and making application as a new member.

ARTICLE VII
DELEGATES AND ALTERNATES TO CONVENTION
DISTRICT AND DEPARTMENT

Section 1. Representation to the District and Department Conventions shall be as designated in their Constitution and By Laws. Such delegates and alternates to the District Convention shall be elected prior to said Convention. Delegates to the Department Convention shall be elected at Unit meeting held not less than thirty (30) days prior to the Department Convention.

Section 2. The President and Secretary shall be the first two delegates and other delegates may be elected at large from the membership. Alternates shall have priority in order of their election.

Section 3. The Unit President shall serve as Chairmen of the Delegation. She will be responsible for picking up the packet, distributing the badges and arranging for a caucus of delegates prior to the sessions to go over the business papers in the packet which includes the Department financial statement, the proposed budget, resolutions, etc. In case of an election on the floor, she will be responsible for the ballots.

ARTICLE VIII
TRANSFERS

Section 1. Transfer from one Unit to another in the Colorado Department shall be upon application of the member to, and acceptance by, the other Unit, in conformity with National and Department Constitutions and By Laws. No dues shall be transferred.

Section 2. No person may, at any time, be a member of more than one Unit.

ARTICLE IX
DISCIPLINE

Section 1. No member or group of members shall subject this Unit to liability without authorization of the Unit.

Section 2. No member of this Unit shall make familiar any information that could prove detrimental to this Unit or any member thereof.

ARTICLE X
PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the "Roberts Rules of Order", newly revised, shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with the National and Department Bylaws.

ARTICLE XI
AMENDMENTS

Section 1. These By Laws may be amended by a two thirds vote of the members present at a regular meeting, 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. These By Laws shall be automatically amended to conform to the National and Department Constitutions and By Laws and standing rules of the American Legion Auxiliary.

ARTICLE X
ETHICS

Section 1. Members of the Unit will adhere to the National American Legion Auxiliary Code of Conduct which describes the principles of good behavior. Every ALA member is expected to conduct herself in accordance with this Code of Conduct in order to foster and sustain a spirit of goodwill in the Unit.

Section 2. All Unit members shall sign and date a written pledge that she has read and understands the American Legion Auxiliary's Code of Conduct, agrees to abide by the principles of good behavior described therein, and understands that violation of any part of the Code of Conduct may result in disciplinary action as allowed by the ALA.

Section 3. Unit members shall not create mail or email lists from the Unit or Department Directory for the distribution of personal opinions or correspondence. Failure to comply can lead to disciplinary action.

STANDING RULES

1. All past pertinent records of a permanent nature of the Unit shall be preserved in a file in the office of their Unit.
2. The Unit shall present the outgoing President with a Past President's pin upon completion of her year. For a President serving more than one term, a token of appreciation will be presented equivalent to the cost of the pin.
3. Officers' pins shall be provided by the Unit. Such pins become the responsibility of each officer and must be returned at the end of her term. It shall be the officer's responsibility to replace such pin if it is lost or damaged.
4. The President and Secretary shall each receive a copy of the monthly financial statement from the Treasurer. The Secretary shall enter same in the minutes.
5. The Unit President must be notified if an officer or chairman is unable to attend a meeting.
6. The Executive Committee can vote on any motion during a meeting, telephonically, or via email. If done via telephone or email, the motion will be presented and subsequent votes will be tabulated by either the President or Secretary.
7. The installing officer shall be presented with a corsage and a small gift from the Unit, not to exceed the agreed upon dollar amount. Her dinner shall also be paid for.
8. The incoming President may choose her own installing officer.
9. Any elected officer missing three consecutive meetings, and failing to carry out the duties of her office, thereby jeopardizing the continuance of business in the Unit may be, by proper vote of the authorized quorum, suspended or removed from office for the rest of the elected term.
10. In the case of the death of an Auxiliary member, her spouse or child, shall be shown an expression of sympathy.
11. There will be no smoking and no alcoholic beverages allowed in meeting room during sessions. The National Constitution and the 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 of Colorado. Any provision of a Unit Constitution which conflicts with the Constitution or Department Executive Committee is invalid and without effect.

12. Members of the Unit will adhere to the National American Legion Auxiliary Code of Conduct which describes the principles of good behavior. Every member is expected to conduct herself in accordance with this Code of Conduct in order to foster and sustain a spirit of goodwill in the Unit.

13. Members shall sign and date a written pledge that she has read and understands the American Legion Auxiliary's Code of Conduct, agrees to abide by the principles of good behavior described therein, and understands that violation of any part of the Code of Conduct may result in disciplinary action as allowed by the ALA.

14. Unit members shall not create mail or email lists from the Unit or Department Directory for the distribution of personal opinions or correspondence. Failure to comply can lead to disciplinary action.

Revised for:

The American Legion Auxiliary
Neal Thomas Jr. Centennial Unit 209
Department of Colorado
Colorado Springs, Colorado

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