

WILLIAM R WITTY POST #37 AUXILIARY
BYLAWS

ARTICLE I

Duties of Officers

Section 1. (a) Duties of the Unit President: It shall be the duty of the Unit President to preside at all meetings of this Unit and of the Executive Committee. She/he shall appoint the Vice Presidents, Secretary, Historian, Chaplain, Membership, Treasurer, Sergeant at Arms, and members of all Standing Committees, with the approval of Unit Executive Committee; such appointments to be made by the President-elect of the Unit and approved by the members-elect of the Unit Executive Committee following the annual election of officers held in June. This action shall be ratified by the Unit Executive Committee at a meeting to be held after the close of the Department Convention and preceding the next regular meeting of the Unit. The President shall be ex-officio member of all committees without vote.

Section 1. (b) For the purposes of awarding Unit Past Presidents' pins or rings or other such recognition, a Unit President shall serve 51% of her/his elected term. This shall not be interpreted as binding upon Units to give any such awards, but only to set the conditions under which they may be given.

Section 2. Duties of the Vice Presidents: In case of the President's inability to act, the First Vice President shall fulfill her/his duties. In case of the inability of the First Vice President to act, the Second Vice President shall perform the duties of the President. In the event of their absence, such meeting may elect the presiding officer.

Section 3. Duties of the Secretary: The Secretary shall give notice of all meetings of the Unit and of the Executive Committee and shall keep minutes of such meetings. She/he shall conduct the correspondence and keep the records of the Unit. She/he shall notify candidates of their election.

Section 4. Duties of the Treasurer: The Treasurer shall, subject to the control of the Executive Committee, be charged with the custody of the funds of the Unit, including all dues, and shall keep accounts and report thereon at each regular meeting. Her/his accounts shall be audited annually. She/he shall pay all bills when audited and approved in such manner as the Unit shall prescribe.

Section 5. Duties of the Membership: Responsible for keeping all membership forms in order and communicating with the Treasurer for payments to State and mailing out of membership cards.

Section 6. Duties of the Chaplain: Responsible for the opening and closing prayer at each monthly meeting.

Section 7. Sergeant-At-Arms: Functions at meetings – is responsible for keeping order at meetings. Assists the President to do whatever is necessary to make the meeting run efficiently.

ARTICLE II

Executive Committee

Section 1. Between meetings the government and management of this Auxiliary 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. Four members shall constitute a quorum.

Section 3. Meetings shall be called by order of the President or on written order of at least three members of the executive committee.

ARTICLE III

Dues

Section 1. (a) The annual dues of the members of this Unit shall be as set forth in the Standing Rules of the Unit. A member failing to pay such annual dues by January 31 shall be classified as delinquent, and shall be suspended from the 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 the rolls and may not thereafter be reinstated without the payment of all past dues, or by re-establishing eligibility and making application as a new member.

Section 2. In order to participate in the election of Unit officers a member shall have paid her/his dues for the current fiscal year within which the election is held.

Section 3. The proceeds from Poppy sales shall be used only for direct donations towards veterans and their families.

ARTICLE IV

Section 1. The Fiscal Year of the Auxiliary Unit shall be from convention to convention of the Department.

ARTICLE V

Meetings

Section 1. The regular meetings of this Unit shall be held on the second Monday of each month, unless otherwise ordered by a 2/3 vote of the members present and voting. (The hour at which the meeting should be called to order would then be put into the Standing Rules.)

Section 2. The President or majority of the Executive Committee shall have the power to call a special meeting of the Unit.

Section 3. Upon written request of three (3) members, the Executive Committee can call a meeting of the Unit.

Section 4. Seven (7) members shall constitute a quorum at any meeting of the Auxiliary Unit.

Section 5. Voting shall take place annually for the following:

- a. Officers – June
- b. Committee Seats – August
- c. Annual Budget - August

Section 6. Elections

- a. Elections can be held by voice if it is only one candidate.
- b. Elections must be held by ballot if it is more than one candidate.
- c. Elections of the House Committee held every August.

Section 6. An annual meeting shall be conducted in August that will review:

- a. Budget
- b. Scholarship Donation Amount for following year High School Senior
- c. Select Donations for the year
- d. Articles of the Auxiliary
- e. House Committee elections

ARTICLE VI

Department Convention

Unit shall be entitled to two delegates at the Department Convention. One of whom shall be the Unit President, plus one additional delegate for each 50 members or major fraction thereof whose dues have been received by the Department Treasurer 30 days prior to the meeting of the Convention for which they are elected. Each Unit shall elect its delegates. In addition, each Unit shall elect alternate delegates to serve in the absence of delegates. The vote of each Unit shall be equal to the total number of delegates to which it is entitled. The vote of any Unit delegate absent and not represented by an alternate shall be cast by a majority of the delegates present from her/his Unit. There shall be no voting by proxy except as here provided. Alternates shall have all the privileges of delegates except that of voting and making motions. Members of the Department Executive Committee shall be seated as delegates in the convention. The convention shall be the final

judge of the qualifications of the delegates. All delegates and alternates shall be members of the American Legion Auxiliary in good standing. The delegates shall serve in the order elected before any alternate delegates and then the alternate delegates shall serve in the order elected.

ARTICLE VII

District Convention

Representation at the annual District Convention shall be on the same basis as representation at the Department Convention. District dues shall have been paid thirty days prior to the District Convention.

ARTICLE VIII

Eligibility to Office

To be eligible to candidacy for office or delegate to conventions, a member must be a member in good standing.

ARTICLE IX

Rules

This Unit shall be governed by Robert's Rules of Order, Newly Revised, in all points not covered by this Constitution and Bylaws.

ARTICLE X

Discipline

The provisions of the National Constitution and Bylaws relative thereto shall govern the discipline of Units and members of this Department. (See Discipline in Unit Handbook).

ARTICLE XI

Amendment

Section 1. These Bylaws may be amended at any Department Convention by a two-thirds vote of the total number of votes to which the accredited delegates present are entitled by provisions as set forth in Article VII, Section 2, of the Department Constitution, providing the proposed amendments shall have been submitted through the Department Secretary to the Department Executive Committee prior to the convention; and provided further that all proposed amendments shall be read at a regular meeting of the convention.

Section 2. Necessary amendments proposed after distribution as described in Section 1, may be adopted by a two-thirds vote of the delegation, provided they have been read at one meeting of the convention session prior to taking the vote.

Section 3. A proposed amendment not having been previously read or distributed as required in Section 1 shall be referred to the Convention Constitution and Bylaws Committee called together for a special meeting before it comes to the floor for a vote. It may be adopted by the unanimous vote of the convention body.

Section 4. The exception to this procedure of amendment shall be "Article V - Meetings" which Article V may be amended by the Unit by a two-thirds vote of the members present and voting provided notice of amendment shall have been given at the previous meeting, or by a unanimous vote of the members present and voting, if no notice given.

Review of Articles: _____ December 11, 2023
Secretary

Final Vote of Approval: _____ January 8, 2024
Secretary

Final Vote of Approval: _____ February 12, 2024
Post #37 Commander