

American Legion Auxiliary Constitution
ALA Oro Valley Unit 132

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, Oro Valley Unit 132 Inc.

Article II -- Nature

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

Article III--Object

Section 1. The object of American Legion Auxiliary, Oro Valley Unit 132 Inc. 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 said periods, and died in line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion. (2015) .

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 I of this article 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

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. **The offices of First and Second Vice President may be combined into the office of Vice President.**

Article VI -- Executive Committee

Section 1. There shall be an Executive Committee when membership reaches 20 active Senior members, which shall consist of the officers and 3 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.

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.

Unit Bylaws

American Legion Auxiliary

Article I -- Executive Committee

Section 1. Between meetings the government and management of the 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, other than the Presidency, 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 she succeeds.

Section 3 Three 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; 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 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 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.

Section 2. Duties of the 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.

Section 3. Duties of the Secretary: It shall be the duty of the Secretary to record the proceedings and transactions 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 of her 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. She 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 children. She shall keep an accounting of her receipts and expenditures, making a monthly 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 all current bills before transferring all funds, books, and papers belonging to the Unit to her 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 deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.

Section 9. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

Article III – Dues and Disbursements

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

Section 2. A member failing to pay annual dues, including the Unit, State and National assessments, by January 31, shall be classed as delinquent and shall be suspended from all membership privileges. 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 be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member.

Section 3. Net proceeds from fundraising activities will be used to support programs and organizations that benefit veterans, military personnel, and their families.

Section 4. The Unit will operate without Unit credit cards.

Section 5. The fiscal year of this Unit shall be from October 1 to September 30 unless amended by a vote of the executive committee.

Article IV -- Unit Meetings

Section 1. The regular meetings of the Oro Valley Auxiliary Unit shall be held each month, **September to May**, unless otherwise specified.

Section 2. **An Annual meeting of the Unit shall be held in the month of April each year for the purpose of electing officers and receiving annual reports. The meeting date(s) of regularly scheduled meetings may be changed by a vote of the Executive Committee with at least thirty days notice to the members of the Unit.**

Section 3. Special meetings of the Unit may be called by the President, by a majority of the Executive Committee, or upon written request of members of the Unit.

Section 4. **Seven** members shall constitute a quorum at any meeting of the Unit.

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. Ballots may be distributed and collected by electronic or US mail.

Section 2. Delegates and alternates to Department Convention shall be elected from a list of volunteer members, if any, 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 be elected annually at a meeting duly called for that purpose. The Secretary may be either elected or appointed according to the rules prescribed by the Department.

Article VI -- 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 to three members of Unit or Post 132 shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and making a report of the audit to the Unit.

Article VII -- Transfers

Section 1 Transfer of membership from one Unit to another in the Arizona Department shall be upon application of the member to, and acceptance by, the other Unit, in conformity with National and Department Constitutions 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 of The American Legion, any member may be expelled from membership or any officer removed from office by two-thirds vote at a Unit meeting duly called for that purpose, said expulsion or removal to be binding only in the event said member or officer shall have been given at least fifteen days notice in writing by the Unit Secretary 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 nor any member thereof shall circularize any other Unit or member thereof without the consent of a Department Executive Committee.

Section 3. Liabilities: No member or group of members shall subject this Unit to liability without authorization of the Unit.

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 members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous Unit meeting.

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.

Accepted by vote of the Unit on 2/16/17 and submitted to District and Department upon final approval.

Final Approval:

_____, President _2/16/17_Date

Alice Bever

_____, Secretary/Treasurer _2/16/17_Date

Onita Davis

_____, Recording Secretary _2/16/17_Date

Sandra Briney

STANDING RULES

ORO VALLEY UNIT 132 INC.
AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA

1. Standing Rules may be changed or suspended by a majority vote at any regular meeting.
2. No Unit meetings shall be held during the summer months of June, July, and August.
3. Signatories on the ALA, Oro Valley Unit 132 Inc. bank account(s) shall be the President and/or Vice President, and Treasurer, or the Secretary in lieu of a Vice President.
4. All disbursements by check for two hundred dollars (\$200), or less, shall require only one authorized signature. All checks of over two hundred dollars \$(200) shall require two signatures. The President and/or Vice President, and Treasurer, or the Secretary in lieu of a Vice President, shall be authorized to sign checks. All disbursements from the Unit's bank account shall be by check.
5. Monthly meetings shall be held on the third Thursday of each month, and shall be called to order at 6:30 PM, unless otherwise specified.
6. The annual senior membership dues of this Unit shall be \$30, and junior membership dues shall be \$15, paid annually or for life, and shall include the Department and National per capita.

_____ Signed By _____, President _10/18/12_ Date

Onita V. Davis

_____ Signed By _____, Treasurer _10/18/12_ Date

Alane Asp

_____ Signed By _____, Secretary _10/18/12_ Date

Beth Madara

**Oro Valley American Legion Auxiliary Unit 132
Procedures for President's Emergency Fund**

At the April, 2012 meeting, the unit members authorized the creation of a \$250 cash fund to handle emergency relief requests for veterans.

The President of the Unit is responsible for maintaining the fund and processing all emergency relief requests.

All emergency assistance requests must come from an organization such as the American Red Cross, the VA, the Military Family Readiness Group, or any other organization that may provide assistance to veterans. These organizations should make sure the veteran is truly in need and has no other sources for relief. Emergency Assistance should never be made directly to the veteran. Relief is to be to a third party. For example, emergency car repairs should be paid to a mechanic or auto store for parts.

When the Unit President receives a request for aid, she will then notify the executive board via e-mail. Because of the urgency of requests, executive board members should reply within 24 hours. No replies by executive board members will be deemed approval of the disbursement.

The President will be responsible for obtaining invoices or appropriate document for disbursements made from the fund. These documents should be submitted to the Treasurer for replenishment of the fund.

The Treasurer will replenish the Emergency fund as long as disbursements are at or below the current year's approved operating budget.

If emergency fund disbursements exceed the operating fund budget, approval from the Unit must be obtained before replenishing the fund.

The monthly Treasurer's Report and President's report should include information regarding any and all emergency fund disbursements.

Submitted for approval *11/21/2013*
Approved Unanimously 11/21/13