

Dignam-Whitmore
Unit 526
Fairborn, Ohio



Constitution
and
Bylaws

Revised 15 March 2010
CONSTITUTION
Of
DIGNAM-WHITMORE UNIT 526
DISTRICT 3
FAIRBORN, OH
THE AMERICAN LEGION AUXILIARY
DEPARTMENT OF OHIO

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

Section 1. The name of this organization shall be Dignam-Whitmore Unit 526 American Legion Auxiliary, Department of Ohio.

**ARTICLE II
NATURE**

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

**ARTICLE III
OBJECTIVE**

Section 1. The objectives of the organization shall be as stated in the preamble of the Constitution of the American Legion.

Section 2. The American Legion Auxilliary shall be absolutely non-political and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

**ARTICLE IV
ELIGIBILITY**

Section 1. Membership in the American Legion Auxilliary shall be limited to the mothers, wives, daughters, granddaughters, great-granddaughters, sisters and grand- mothers of members of the American Legion and to the mothers, wives, daughters, granddaughters, great-granddaughters, sisters and grandmothers 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 secession of all 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.

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 the 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 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 for both classes shall be paid annually, or for life.

Section 3. All women shall be eligible to this Unit, who are eligible in the American Legion Auxiliary under the Constitution of the Ohio State Organization of the American Legion Auxiliary, including non-residents of this town and state.

Section 4. Once accepted as a member, women eligible under the Constitution, may continue her membership from year to year whether or not her service relative continues to be a member of the Legion. The fact that her service relative is no longer a member of the Legion does not compel the Auxiliary member to lose her Auxiliary membership.

Section 5. No member shall belong to more than one Unit at the same time.

Section 6. Each Unit of the American Legion Auxiliary shall be judge of its own membership subject to the restrictions of the Constitution and Bylaws, except that no person who is a member of an organization which has for its aim the overthrow of the United States Government by force or violence or who subscribes to the principles of any group opposed to our form of Government shall be eligible to become or remain a member of the American Legion Auxiliary.

Section 7. The Unit shall vote to admitting applicants to membership. If denied membership, individual may resubmit her application at any time.

ARTICLE V OFFICERS

Section 1. This unit shall elect during its May meeting a President, First Vice President, Second Vice President, Secretary and Treasurer, and four Executive Board Members for a term of one year. These officers shall be installed not later than one week after Department Convention. These officers shall take over the duties of the Unit offices after they have paid the next year's dues and been installed into the office to which they have been elected.

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

Section 3. The President shall appoint a Sergeant-at-Arms, Historian, and Chaplain.

Section 4. The Executive power shall be vested in an Executive Committee comprised of the President, First Vice-President, Second Vice-President, Secretary, Treasurer and four (4) members-at-large elected by the Unit. The term of office for members of the Executive Committee will be one year.

Section 5. An audit report shall be presented for approval at a regular meeting prior to the installation of new officers.

Section 6. Each officer, committee chairman, and committee member of the Unit shall be a member of the Unit she is serving.

Section 7. The President shall serve no more than two (2) consecutive years in office.

ARTICLE VI AMENDMENTS

Section 1. This Constitution, or any part thereof, may be amended at the January meeting or at a regular Unit meeting, provided the entire Unit membership has been notified of the reading of a proposed amendment by medium of the press, Unit notice or Post newsletter.

Section 2. To be adopted the proposed amendment must receive favorable action by at least two-thirds vote of the members voting by ballot.

Section 3. This Constitution shall be automatically amended to conform to National and Ohio Department Constitution and Bylaws and Standing Rules and Policy Statements of the American Legion Auxiliary.

Section 4. The Constitution and Bylaws Committee has the authority to make technical changes for readability without changing the meaning.

BYLAWS of DIGNAM-WHITMORE UNIT 526

ARTICLE I MEETINGS OF THE UNIT

Section 1. The General Membership meeting of this Unit shall be on the Third Monday of each month. The Executive Committee meetings of this Unit shall be on the First Monday of each month.

Section 2. A special meeting is to be called by the President between installation and the next General Membership meeting for the purpose of establishing the year's budget.

Section 3. Special meetings of this Unit shall be called by the President, by a majority (5) of the Executive Committee or upon written request of fifteen (15) members of the Unit.

Section 4. Ten (10) days previous notice shall be given of all special meetings of the Unit to members within a twenty-mile radius of the Post Home.

Section 5. Five (5) members, one of whom is qualified to preside, shall constitute a quorum at all General Membership meetings.

ARTICLE II EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be comprised of the President, First Vice-President, Second Vice-President, Treasurer, and at least four (4) other members to serve on this committee. This Committee shall act in emergencies between meetings of the Unit and may offer recommendations to be acted upon at the Unit meetings. All proceedings of said committee shall be presented to the Unit at the next regular 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 she succeeds.

Section 3. The President may call a meeting of the Executive Committee as needed or on written request of at least three of its members. Uniform notice of special meeting shall be given to all members of the Executive Committee.

ARTICLE III DUTIES AND POWERS OF THE 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 a Chaplain, Historian, Sergeant at-arms and members of the standing committees: Americanism, Children and Youth, Community Service, Constitution and Bylaws, Distinguished Guests, Education, Emergency Fund, Junior Activities, Legislative, Music, National Security, Poppy (Miss Poppy), Public Relations, Sunshine, Uniform Group, Veteran Affairs and Rehabilitation; to create such other committees and appoint members thereof as she deems advisable, subject to approval of the Executive Committee; to perform such other duties as custom and parliamentary usage require.

- a) A visual inspection shall be made by the President bimonthly to compare the bank statement with the checkbook.
- b) The President shall be the second signer of the checks when either the treasurer or Secretary is not present.

Section 2. Duties of the **First Vice President**: The First Vice President shall be the Membership Chairman. It is her duty to secure, retain, and increase membership. She shall mail the remittance sheet and Department and National card copies to Department. She shall mail VIM and Honorary Life Members their membership cards upon receipt of cards from Department Headquarters. All other membership cards shall be mailed within two weeks of receiving dues. All membership dues shall be turned in to the Treasurer at all executive committee and/or General Membership meetings. No moneys should be held for more than a two-week period. She shall send out dues notices as required and notify all new members of time of initiation. She shall provide all officers and chairmen with a roster of members in the local area for contacting volunteers. The First Vice President, when called upon, assists the President and in her absence, performs her duties and shall succeed her in office in case of death, resignation or removal.

- a) The First Vice President shall ask someone with previous membership experience to act as an assistant to the membership chairman. In the event that the membership chairman is out-of-town, ill, etc. and unable to process renewal memberships, VIMs, transfers and new applications, she shall give the necessary materials to this person so memberships may be processed in a timely manner. All materials are returned to the membership chairman upon request.

Section 3. Duties of the **Second Vice President**: The Second Vice President shall be the Ways and Means Chairman. Permanent records of income and expenses are to be maintained. Records are to be given to the Auditing

Committee for quarterly audits. In the absence of both the President and the First Vice President, she shall have charge of the meeting. The Second Vice President shall assist the Past President Parley Chairman with the upkeep of the Auxiliary Office.

Section 4. Duties of the **Unit Secretary**: It shall be the duty of the Unit Secretary to record proceedings of the Unit and the Unit Executive Committee meetings and to keep all books that are needed to successfully carry on the work of the office. She shall care for the archives of the Unit. She is hereby vested with such authority as is necessary to carry out her duties successfully for the good of the American Legion Auxiliary. It shall be the duty of the secretary to receive and answer all official mail under the direction of the President, and to send and give due notice of all special meetings. The Secretary shall be the second signer of the checks. She shall be authorized to write and sign checks in the absence of the treasurer. She shall keep a roster of names and addresses of all the members. If the Secretary is unable to attend a meeting, she will assure Unit records are available at all Unit meetings.

- a) Should the chairmen decide to have the Secretary write letters of invitation or thank you notes, they will give her the names, addresses, and a draft of the letter for her to write. If sending a thank you note for a donation, list the item donated. If the letter requests a response, tell her if the answer is to come to the Secretary or the Chairman. The Chairman will receive a copy of the letter that is sent. If the Chairman wishes to send her own correspondence, copies of all correspondence is given to the Secretary for filing.

Section 5. 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 the same. The Treasurer shall pay all expenditures authorized by the membership upon receipt of a voucher from the Secretary and shall retain all receipts as her vouchers. She shall keep account of her receipts and expenditures, making annual report thereof, and such other reports as may be deemed necessary by the Unit Executive Committee. The bank statement and checkbook shall be made available to the President bimonthly for her visual inspection. Her accounts shall be audited quarterly. The week before installation she shall turn over to and deliver to the Chairman of the Auditing Committee all money, vouchers, books and papers belonging to the Unit as well as a worksheet for preparing next years budget. The new Treasurer shall have bank records changed.

- a) Checks on the Unit checking account will require the signature of the Treasurer and the Secretary. In the absence of either officer, the President will provide the second signature.
- b) If the Treasurer is unable to attend a meeting, she will assure the checkbook and registers are available at all Unit Meetings.

Section 6. Duties of the **Executive Committee**: Between meetings, the plans and well being of this Unit shall be entrusted to the Executive Committee and all recommendations of said Committee shall be presented to the Unit at the next meeting for a vote, and all issues voted separately.

- a) A vacancy existing in the Executive Committee from any cause other than expiration of a term of office shall be filled by majority vote of the Executive Committee. A member so elected shall hold office for the unexpired term of the member who she succeeds.
- b) Five (5) members of the Executive Committee shall constitute a quorum. A meeting may be called by order of the President or written request of at least three (3) members of the Executive Committee. All additional requests for money during the year over \$10.00 shall be presented to the Executive Committee for their recommendations.
- c) Unexcused absence from two (2) consecutive meetings of an Executive Committee member shall be sufficient cause for removal from office.
- d) The four (4) members-at-large on the Executive Committee shall be the Auditing Committee. At least three (3) members shall attend the audit along with the Treasurer and Secretary. They shall audit the Treasurer's accounts quarterly during the months of August, November, February, and May. A report of the final audit shall be presented to the President before installation of officers. The outgoing President shall give the final audit to the newly installed President for her to get approved at the first General Membership meeting.

Section 7. In the absence of the President, and Vice Presidents, the immediate Past President or any Past Unit President will have charge of the meeting.

Article IV ELECTIONS

Section 1. A nominating committee shall be elected at the March General Membership meeting. It shall consist of five elected members who shall be nominated from the floor. The President shall appoint the Chairman.

Section 2. The nominating committee shall present to the Unit at the April General Membership meeting one or more names for each office. Nominations shall be accepted from the floor. These individuals will be the sole candidates for offices and no write in names will be allowed.

Section 3. Each Officer, Committee Chairman, and Committee Member of the Unit shall be a member of Unit 526.

Section 4. 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.

Section 5. At the beginning of the election meeting, the First Vice President shall check the membership card of each voting member. If the member does not have her card, the First Vice President shall verify her membership by her roster.

- a) The President shall appoint three tellers (non-candidates) at the beginning of the meeting to count ballots.

Section 6. Election of officers shall take place after the communications have been read in the normal order of business.

Section 7. During elections, no one may enter or leave the room once voting starts and until the winner's have been declared. Should a person leave and a tie occurs, she would not be readmitted to vote.

- a) Printed ballots will be used when there is more than one name for an office.
- b) Ballots will be folded once and placed by the voter in a secured box.

Section 8. The President shall declare any office with only one candidate the winner.

ARTICLE V DISCIPLINE

Section 1. For any willful violation of the National, Department, or Unit Constitutions or Bylaws or for conduct improper and prejudicial to the welfare of the American Legion Auxiliary or the American Legion any member may be expelled from membership or any Unit Officer or Unit Committee member removed from office by a 2/3 vote at a Unit meeting duly called for that purpose. The member shall be given at least a fifteen day written notice by the Executive Committee of the charges and a hearing thereon. Either party may have the right of appeal to the Department Executive Committee and then action thereon shall be final. The expense of said appeal shall be borne by the appellant.

Section 2. Neither this Unit nor any member thereof shall circularize any other Unit or member without consent of Department Executive Committee.

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

ARTICLE VI COMMITTEES

Section 1. The following shall be Standing Committees: Americanism, Children and Youth, Community Service, Education and Scholarship, Junior Activities, Legislative, Membership, National Security, Poppy, Public Relations, Veterans Affairs and Rehabilitation.

Section 2. Other Committees shall be Chaplain, Constitution and Bylaws, Distinguished Guest, National American Legion Auxiliary Emergency Fund, Historian, Music, Past President Parley, Sunshine, Sgt-At-Arms, Uniform Group, and Bazaar.

Section 3. A nominating committee composed of five (5) members shall be elected for the purpose of presenting a slate of officers for the ensuing year.

Section 4. The auditing committee will be the four (4) members-at-large of the Executive Committee.

Section 5. Committees shall report at every general membership meeting. If the chairman is going to be absent from a general membership meeting, she is to give a written report to the President or Secretary before the meeting or advise the President or Secretary that there is nothing to report at this time.

ARTICLE VII DUTIES of CHAIRMEN

"INITIATE - COOPERATE - BUT DO NOT DUPLICATE PROJECTS"

Department Program Plans shall be passed out to Unit Chairmen by the President as soon as received. These include projects information and a copy of sample reports.

Reports and narratives as required by District, Department and National are to be completed by all Chairmen. All end of year reports are to be given to the Secretary for mailing.

Section 1. **AMERICANISM** - February is the month of Americanism Program at the Unit meeting. Some other aspects of the program include but are not limited to:

patriotic observances; combating anti-American propoganda; sponsoring a Girl Scout program, flag etiquette; get-out-the-vote reminder; etc.

- a) A Buckeye Girl State Chairman may be appointed. It shall be the duty of the Chairman to work with the Principal of the schools and a panel of judges to make final selection of girls to attend Buckeye Girls State.

Section 2. **CHAPLAIN** - It shall be the duty of the Chaplain to offer prayer at the opening and closing of each meeting. It may be one from the Chaplain's Prayer Manual or one of own choosing – appropriate for the occasion. She shall be responsible for all Memorial Services. She shall offer and serve a meal to the family of a deceased member whenever the service is desired and notify the Department Chaplain of the death of the member. She shall offer and serve a meal to a member and her family after the death of her spouse or a child that was living at home. The Chaplain shall drape the charter at the next regular meeting following the death of an officer and plan a memorial service and drape the charter at the General Membership Meeting in February for all other members who died the preceding year. February is the month for "Back to God" program and religious emphasis activities.

Section 3. **CHILDREN AND YOUTH** - April is the month for the Unit Children and Youth program. Any child in need of care and protection will receive service and aid with the Veteran's child receiving preference in the local community. The Unit cooperates with other responsible organizations and agencies of the community in the interest of children. This Chairman is responsible for the needs of a "Needy" family whenever the need is made known.

Section 4. **COMMUNITY SERVICE** - March is the month of the program. The Chairman is responsible for the Legion Birthday party and to cooperate with other local agencies working on a practical, worthwhile project for the community.

Section 5. **CONSTITUTION AND BYLAWS** - The members of this committee are responsible for reviewing the Unit Constitution and Bylaws and will provide a copy of the proposed revisions to the Unit for approval at the January meeting. This committee shall be composed of at least three members, two of which shall be members of the previous year. The Chairman of this committee will be responsible for sending copies of the revisions to the Department Constitution and Bylaws committee for approval.

Section 6. **DISTINGUISHED GUESTS** - It is the responsibility of this Chairman to greet all guests and make them feel welcome to the Unit. She shall provide names of guests to President for introduction.

Section 7. **EDUCATION AND SCHOLARSHIP** - It is the duty of this Chairman to work with the post and the schools in helping to promote a better understanding of all programs and help available. She shall continue to support the "School Salad Program" for National Education Week.

Section 8. **NATIONAL AMERICAN LEGION AUXILIARY EMERGENCY FUND** - It is the responsibility of this Chairman to complete all necessary forms for funds for all qualified Auxiliary members.

- a) The Unit shall have a Senior Auxiliary Member Emergency Fund to be funded through donations to assist our Unit Members.

Section 9. **HISTORIAN** - The Historian works with the records on matters of historical interest. This Chairman is responsible for the Unit History book, and a narrative of each Chairmen' yearly contribution to the Unit and to the Community.

Section 10. **JUNIOR ACTIVITIES** - The purpose of this program is to keep Junior members interested in the programs and activities of the organization. Detailed instructions and methods are contained in the Junior Activities Handbook available from the Secretary. Junior members are required to assist with at least three Unit programs during the year.

Section 11. **LEGISLATIVE** - The month for the Unit program is January. The Unit shall continue to subscribe to the AMERICAN LEGION DISPATCH. This publication informs us of the important bills that are in Congress that pertain to our veterans. It is this Chairman's duty to inform Unit members of important Bills as they pertain to the American Legion or Veterans so that Unit members may also contact their Congressmen.

Section 12. **MEMBERSHIP** - See Constitution Article 3.

Section 13. **MUSIC** - It is the duty of this Chairman to provide appropriate music as requested by the President or another Chairman.

Section 14. **NATIONAL SECURITY** - The month for the program is January. It is the responsibility of this Chairman to keep the Unit members informed as to how our local, state and national government, is promoting and maintaining our country's security. Chairman shall also educate the Unit members of the importance of conservation of resources and energy.

Section 15. **PAST PRESIDENTS PARLEY** - This Chairman is elected by Parley members and is responsible for planning of the Installation and Initiation programs of the Unit in cooperation with the President. This chairman is responsible for the upkeep of the Auxiliary office with the assistance of the

Second Vice President. This committee is responsible for the "Unit Member of the Year Award" and the "Patty Reed Nurses Scholarship".

Section 16. **POPPY** - May is the month for the program. This Chairman is responsible for ordering the disabled veteran made poppy and for organizing the distribution of the poppy for contributions. The proceeds derived from this project are maintained in a restricted fund and used for the purpose of Veteran Affairs and Rehabilitation and Children and Youth work for the Veteran's family.

- a) A Miss Poppy Chairman may also be appointed. This Chairman will be responsible for the "Miss Poppy" Contest and the Mother-Daughter Banquet. Miss Poppy must be available for the Mother-Daughter Banquet, to help promote "Poppy Days" and to participate in Memorial Day programs and ride in the Fourth of July parade. She will receive from the Unit a dress, ribbon, crown and engraved Poppy charm. Miss Poppy must be six (6) but not seven (7) before June 1 of the contest year.

Section 17. **PUBLIC RELATIONS** - This Chairman's duty is to place the news of the Unit meetings in the local paper and maintain a record of the news items. Copies of these news items, i.e. newspaper clippings or any other published information pertinent to the Unit, are to be sent to the Department Second Vice President.

Section 18. **SERGEANT-AT-ARMS** - It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings of the Unit; to properly place the Colors, bell, gavel, lectern, and POW/MIA chair cover at all Unit meetings (and for special occasions the lighted emblem); and such other duties as may be prescribed by the President.

Section 19. **SUNSHINE** - At each meeting of the Unit an offering shall be taken. The amount of the offering will be reported to the Secretary and kept in a fund other than the General or Poppy Fund. The Sunshine Chairman whose duty it is to see that all sick members receive cards will handle it. A gift, book type-card, or flowers will be given to a hospitalized member when notified. The Executive Committee shall determine the cost of the gift. Chairman must be notified within two (2) days of hospitalization or she is not required to send other than a card. An accounting of all moneys shall be made monthly and at the end of the Auxiliary year. At the end of the year all moneys shall be turned in to the General Fund and the new Sunshine Chairman will be allowed a working fund, as determined by the Executive Committee to begin the year. The Chairman will purchase a gift for a member celebrating her 50th wedding anniversary when notified. The Executive Committee will determine the cost of the gift and will come from the General Fund.

- a) At the death of a member of the Unit, the Unit will send a contribution, as determined by the Executive Committee, to an organization, charity or fund of the family's choosing. This also applies at the death of a member's immediate family, (husband, children, or significant other if living permanently in the home).

Section 20. **UNIFORM GROUPS** - It is the responsibility of the Uniform Group Chairman to have a color guard at parades when possible. When a member leaves the group for any reason, all uniform items and other equipment belonging to the Unit must be returned to the Uniform Group Chairman, President or Secretary within two weeks.

Section 21. **VETERANS AFFAIRS AND REHABILITATION** – December is the month for this program. The chairman is responsible for the monthly visits to Dayton VAMC, reporting any dire needs of the hospitalized veterans, for coordination of volunteers/donations for District Dayton VA Parties and various other activities that might require Unit assistance.

- a) Field Service Program is any service that is performed for a veteran at a State Veterans Home, local nursing home, Homeless Shelter for Veterans, elderly day care and Veteran's own home.
- b) Home Service is any activity the volunteer does "in her own home" for a Veteran that is not a relative such as baking, sewing, cooking, and making gifts.
- c) A Nursing Home Chairman may be appointed. This chairman shall submit reports with information of hours and activities no later than April 20th to the Veterans Affairs and Rehabilitation and the Community Service Chairmen for inclusion in their respective end of year reports (time and money to be divided according to number of Veterans taking part). This Chairman shall be responsible for arrangements for a monthly bingo party for patients in the Unit designated Nursing Home. She shall receive a quarterly working fund.

ARTICLE VIII INITIATION AND INSTALLATION

Section 1. **INITIATION** - New members may be initiated into the Unit, singularly or in a group, by means of the initiation service found in the current Unit Handbook by the Past Presidents Parley. Initiation shall be at the General Membership meeting in October and at the General Membership meeting in March. Other initiations will be performed as requested.

Section 2. **INSTALLATION** - The Past Presidents Parley under the direction of the Parley Chairman shall conduct Installation of Officers as printed in the current

Unit Handbook. President-elect shall select her installing officer. Officers and Chairmen are to transfer all equipment and paperwork on the night of installation or in accordance with prior arrangements.

**ARTICLE IX
FISCAL YEAR**

Section 1. The fiscal year shall extend from June 1 to May 31.

**ARTICLE X
FINANCES**

Section 1. The annual dues for Senior and Junior membership will be determined by vote of membership upon recommendation of the Unit Executive Board. These dues shall include the Department and National per capita, and the Department assessments for Veterans Affairs and Rehabilitation and Children and Youth. The Annual Department and National per capita and assessments shall be transmitted to Department.

Section 2. Dues shall be payable annually for the succeeding calendar year. A member failing to pay such annual dues by January 31 of that year shall be classed as delinquent and shall be suspended from all membership privileges. After a suspension a payment of back dues shall reinstate such member to active membership. Any member delinquent to December 31st of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without vote of the Unit, where the Constitution of the Unit requires a vote on application for membership, and the payment of all past dues, or by re-establishing eligibility and making application as a new member

Section 3. The Unit shall transmit annually to Department headquarters funds for coverage by the "Mandatory National Schedule Blanket Position Bond" for loss of money, securities, and other property up to \$5,000.00 which the Unit sustains through any fraudulent or dishonest action by any duly elected or appointed officer or member whose duties involve the handling of funds.

**ARTICLE X
CONFERENCE, ROUNDTABLES, AND CONVENTIONS**

Section 1. President and Secretary shall represent the Unit at District Conference, Roundtables and Department Mid-Winter Conference. If funds are

available they may receive funds as approved by the Finance Committee and Unit.

Section 2. Automatic Delegates to District and Department Conventions shall be: Unit Officers, Unit Executive Committee, District Chairmen, and Department Chairmen Nominations will be taken from the floor to fill any openings. Any person in a position listed above that will not be going to convention will advise immediately so the Unit list of delegates will be complete.

Section 3. Delegates and Alternates shall be elected at the General Membership meeting in May by a plurality vote of those present. Delegates shall attend District and Department Summer Conventions. Election shall be by ballot if so desired.

Section 4. Alternates shall have priority in order of their election.

Section 5. The registration fee for Department Convention for the Delegates and Delegates-at-Large will be paid by the Unit. Alternates attending will be reimbursed following convention. Delegates-at-Large will each be given a separate check as they have a separate registration form to return to Department.

Section 6. The Delegation Chairman (outgoing President) shall assign each Delegate a portion of the Department Convention to report on. Delegates shall submit a written report on the Department Convention to the secretary at the next General Membership meeting. Delegates will give an oral report at a General Membership meeting.

ARTICLE XI TRANSFERS

Section 1. Any member presenting a membership card of the current year may make a request for transfer to another Unit. Upon acceptance by the transferee Unit, the member shall be entitled to active membership in said Unit. No dues shall be transferred.

Section 2. The Unit may receive members by transfer from another Unit at any time during the administrative year. The Executive Committee shall recommend the acceptability of transferred members.

Section 3. A Unit member may withdraw providing her current year's dues are fully paid. Upon withdrawal, however, she shall be prohibited from joining any other Unit as a new member during the remainder of the current year for which

her dues are paid. In the event a member wishes to remove her membership from one Unit to another during the current year it shall be done by transfer and not withdrawal.

Section 4. A member in good standing and transferring out of the Unit shall be entitled to a statement from the Unit Secretary stating her membership and duration thereof.

ARTICLE XII PARLIAMENTARY AUTHORITY

Section 1. Rules of procedure at meetings of the Unit shall be those set forth in the American Legion Auxiliary Handbook. The Unit Organization shall be governed by "Robert's Rules of Order, Newly Revised", on all points not covered by this Constitution and Bylaws and Standing Rules.

ARTICLE XIII AMENDMENTS TO BYLAWS

Section 1. These Bylaws, or any part thereof, may be amended at the January meeting or at a Unit meeting by a 2/3 vote of the members voting by ballot provided the entire membership has been notified of the reading of a proposed amendment by medium of the press or Unit notice.

Section 2. These Bylaws shall be automatically amended to conform to the National and Department of Ohio Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

Section 3. The Constitution and Bylaws Committee has the authority to make technical changes for readability without changing the meaning.

HISTORY OF CONSTITUTION AND BYLAWS

Respectfully submitted the 22nd day of January 1934.

Mrs. Anna Hume Mrs. Mabel Regan
Mrs. Peter P. Walsh Mrs. Percy Green
Mrs. Claude Rowan

Revised this 21st day of March 1955.

Mrs. Lloyd Douglass Mrs. Fred Cutter
Mrs. Frank Short, Jr. Mrs. Joseph H. Steele

Revised this 21st day of June 1965.

Mrs. Joseph H. Steele Mrs. Don Duncan, Sr.
Mrs. Gale McKinley

Revised this 7th day of April 1975.

Mrs. Frank Short, Jr. Mrs. Garrett Saunders
Mrs. Harold St. John

Revised this 19th day of June 1978.

Mrs. Floyd L. Reed, Jr. Miss Jacqueline Barr
Mrs. Frank Short, Jr.

Revised this 17th day of January 1983.

Mrs. Floyd L. Reed, Jr. Mrs. Donald Bowen
Mrs. Roger Fischer

Revised this 18th day of September 1986.

Mrs. Floyd L. Reed, Jr. Mrs. Robert Johnson
Mrs. Henry Long

Revised this 18th day of September 1989.

Mrs. Floyd L. Reed, Jr. Mrs. Gale McKinley
Mrs. Harold Shimek

Revised this 5th day of September 1992.

Mrs. Floyd L. Reed, Jr. Mrs. Gale McKinley
Miss Susan M. Masten

Revised this 18th day of September 1995.

Mrs. Floyd L. Reed Jr. Mrs. Gale McKinley
Mrs. Harold Shimek

Revised this 17th day of September 1997.

Mrs. Donald L. Bowen Mrs. Gale McKinley
Mrs. Danny Hall

Revised this 15th day of September 1999.

Mrs. Donald L. Bowen Miss Susan M. Masten
Miss Ellen Slone

Revised this 7th day of April 2008.

Miss Susan Masten Mrs. Donald Bowen
Mrs. Joann Trefethen

Revised this 14th day of April 1949.

Mrs. C. E. Corbett Mrs. Paul Taggart
Mrs. Frank Short, Sr. Mrs. Laura Brown
Mrs. Joseph H. Steele

Revised this 15th day of August 1960.

Mrs. John W. Groth Miss Florence Douglass
Mrs. Gale McKinley

Revised this 17th day of September 1973.

Mrs. Floyd L. Reed, Jr. Mrs. Frank Short, Jr.
Mrs. Joseph H. Steele Mrs. Loyal Barron
Mrs. Gale McKinley

Revised this 10th day of April 1978.

Mrs. Floyd L. Reed, Jr. Miss Jacqueline Barr
Mrs. Frank Short, Jr.

Revised this 2nd day of March 1981.

Mrs. Floyd L. Reed, Jr. Mrs. Robert J. Bilger
Mrs. Frank Short, Jr. Mrs. Gale McKinley

Revised this 19th day of September 1983.

Mrs. Floyd L. Reed, Jr. Mrs. Brian Wygle
Mrs. Robert Johnson

Revised this 21st day of September 1987.

Mrs. Gale McKinley Mrs. Floyd L. Reed, Jr.
Mrs. Donald Bowen

Revised this 16th day of September 1991.

Mrs. Floyd L. Reed, Jr. Mrs. Gale McKinley
Miss Susan M. Masten

Revised this 20th day of September 1993.

Mrs. Floyd L. Reed, Jr. Mrs. Gale McKinley
Mrs. Harold Shimek

Revised this 16th day of September 1996.

Mrs. Floyd L. Reed Jr.

Revised this 21st day of September 1998.

Mrs. Donald L. Bowen Miss Susan M. Masten
Mrs. Al Burlingame

Revised this 15th day of January 2001.

Miss Susan M. Masten Mrs. Joann Trefethen

Revised this 2nd day of December 2008.

Miss Susan Masten Mrs. Donald Bowen
Mrs. Joann Trefethen

Revised this 19th day of January 2009.
Miss Susan Masten Mrs. Donald Bowen
Mrs. Joann Trefethen

Revised this 15th day of March 2010.
Miss Susan Masten Mrs. Pamela Bates
Mrs. Joann Trefethen

WHY WE DON'T WALK BETWEEN THE COLORS

THIS IS HALLOWED GROUND

Between these flags that proudly fly
Let no man dare to stand
For here our fallen comrades lie,
This is hallowed land.
A symbol, yes, but mark it well;
Here let us ever humbly pause
In memory of the lads who fell
In fighting for our sacred cause.

On sea or land these buddies died,
some lie beneath a foreign sod
In graves caressed by winds and tide,
In spots unknown to all but God.
And so, this place is hallowed ground.
And it shall be forever blessed
As tho it were a grassy mound
Beneath which gallant heroes rest.

Be ever watchful, Legionnaires,
Of these two flags which signify
That we should guard this spot with care
And, if a man should dare to tread
This spot where lie our gallant Brave,
He desecrates those noble dead
As tho He walked upon their grave.

DECORUM OF THE FLOOR

1. Three raps of gavel mean stand; one rap to sit.
2. Pledge of Allegiance is given with your right hand over your heart in this manner. Left hand should be free of all articles and at your side.
3. While the Star Spangled Banner is being played, stand and face the flag, your right hand over your heart and your left hand at your side until completion of the national anthem.
4. When colors are posted at a meeting, do not walk between the podium and the American Flag; go to the side of the Auxiliary Flag or in back of the table.
5. When a person wishes the floor to speak, stand, address the chair as "Madam President", wait to be recognized, then proceed.
6. There will be no smoking during the opening and closing of the meeting.
7. No alcoholic beverages in the meeting room during the meeting.
8. The Junior members are required to learn the American Legion Auxiliary Preamble, therefore, so should Senior members. This is printed on the membership card and on the front page of the Constitution and Bylaws.
9. When special guests are escorted to the podium it is customary to stand. Guests are to be escorted on Sergeant-At-Arms right arm.
10. When wearing your membership pin, always wear it over your heart.

STANDING RULES

The Constitution and By-Laws Committee will review standing rules every six months.

CHAIRMEN (pertains to all chairmen)

1. Chairmen will not promote a program or project without prior approval from the Executive Committee.
2. If working funds are necessary, they will not be given until approval has been attained from the Executive Committee and the General Membership.
3. The Executive Committee will be notified of any changes prior to implementation of program or project.
4. All reports due May 1 will be filled out, narratives written and turned in to the Secretary or President by April 15. The Secretary or President is to purchase enough postcards to include with each report or narrative that advises the Department or District Chairman has received it. Postcards all to be addressed back to the President. Junior Report to be mailed by March 20 and Poppy immediately following Poppy days.

COMMUNITY SERVICE

1. Reservations for the Community Service Birthday Dinner are required. The Community Service Chairman will determine how reservations will be taken and advise membership. It could be by phone, form or email.
2. A current membership card will be required for admittance into the Community Service Birthday Dinner. There will be a charge for the dinner for non-members that will be determined by the Unit Executive Committee.

FINANCES

1. The annual membership dues of this Unit will be \$25 for Seniors and new Senior Applications and \$7 for Juniors. This is to commence with the 2006 dues.
2. The sunshine Chairman will give a gift, or flowers not to exceed \$15.00 to a member who is hospitalized when she is notified. The chairman must be

notified within two days of the hospitalization or she is not required to send other than a card.

3. The Sunshine Chairman will be allowed a beginning-working fund of \$25 at the start of the Auxiliary year.
4. A member celebrating her 50th wedding anniversary will receive a gift of \$25, if the Sunshine Chairman is notified. A card may be sent for a 60th, 70th, 80th, etc. wedding anniversary.
5. At the death of a member of the Unit, or her immediate family (husband, children or significant other) if living permanently in the home, the Unit will send a \$10 contribution to an organization, charity or fund of the family's choosing.
6. Outgoing Treasurer will help new treasurer balance books the first month as the bank statement comes in after installation.
7. Quarterly (August, November, February, May) General Membership meeting the decorating fund will be divided as follows: \$500.00 balance to remain in fund; of the remainder: 60% will be transferred to the General Fund and 40% will be transferred to the Poppy Fund.
8. If a check isn't cashed within one year of the date of the check the check is to be voided. If its \$250.00 or more and not cashed within 3 months, there shall be a stop payment on the check.

GIFTS (ONLY AS STIPULATED)

1. Past Presidents pin or equal amount of money if outgoing President has a pin be available for installation each year.
2. Junior Auxiliary Past President pin or equal amount of money (if the outgoing President has a pin) is given to outgoing Unit Junior Auxiliary President.
3. The Third District President (a member of Unit 526) shall receive a Homecoming gift of \$100.00.
4. Outgoing Third District President (a member from 526) shall receive an Honorary Life Membership.
5. The Third District Commander (a member of Post 526) shall receive a Homecoming gift of \$100.00.

6. The Department President (a member of Unit 526) shall receive a Homecoming gift of \$100.00.
7. The Department Commander (a member of Post 526) shall receive a Homecoming gift of \$100.00.
8. The Third District Junior President (a member of Unit 526) shall receive a Homecoming gift of \$25.00.
9. The Honorary Department Junior President (a member of Unit 526) shall receive a Homecoming gift of \$50.00.
10. The Third District SAL Commander (a member of Squadron 526) shall receive a Homecoming gift of \$25.00.

MEETINGS

1. The time for the Executive Committee meetings and the regular meetings of the Unit will be 6:30 PM on the days designated.
2. Ten (10) days previous notice shall be given of all special meetings of the Unit to members within a twenty mile radius of the Post Home.

MEMBERSHIP

1. Membership applications shall be verified, signed, and dated by the Post Commander, First Vice Commander, Adjutant, or Finance Officer.
2. The applications for membership must also have the name of the sponsoring member.
3. A life Membership shall be given to Unit members who reach 70 years of age and have a minimum of 10 years continuous membership at the October General Membership meeting.
4. Junior promotion to Senior membership shall be held at the October General Membership meeting.

PAST PRESIDENTS PARLEY

1. Supplies for initiation be purchased and maintained by Past Presidents Parley.

2. Parley members taking part in Initiation and installation ceremonies shall wear dark blue or navy.

PRESIDENT

1. Purchase two tickets for the annual Chamber of Commerce Banquet for the President and First Vice President to represent the Unit.
2. Piano to be tuned at least once a year.
3. Nameplates to be purchased for Past Commanders and Past Presidents pictures and boards.

SECRETARY

1. Immediately following installation, the Secretary will give the Officers and Lounge Manager a list of the Officers and their phone numbers for the notebook.
2. Every member shall furnish to the Secretary an address to which all notices may be sent.

UNIFORM GROUP

1. If you do not participate for one (1) whole year as a member of the Auxiliary Marching Group, you must turn in your whole uniform - including hat insignia or pay the Unit.
2. An organizational meeting will be held each April to go over upcoming Parades and Events. Uniforms and any concerns will be discussed
3. The Marching Group Chairman will keep a precise record of all marchers' hours and inventory of equipment. A list of what each Marcher has as a uniform will be kept. This information will be turned over to the next Marching Group Chairman.

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