

CONSTITUTION
OF THE
WAYNE V. MCMARTIN UNIT 91
AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA

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 per cent 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.

ARTICLE I
NAME

Section 1. The name of this organization shall be the American Legion Auxiliary, Wayne V. McMartin Unit No. 91, Inc., Department of Arizona.

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 non-sectarian and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III
OBJECT

Section 1. The object of the American Legion Auxiliary, Wayne V. McMartin Unit 91, Inc., Department of Arizona, shall be as stated in the Preamble to the Constitution.

ARTICLE IV
PROVISIONS

Section 1. The Auxiliary Unit shall be subject to all provisions of the National and Department Constitutions and By-Laws of the American Legion Auxiliary.

ARTICLE V
ELIGIBILITY

Section 1. Membership in the American Legion Auxiliary shall be defined as stated in the American Legion Auxiliary National Constitution and By-Laws.

- Section 2. There shall be two classes of membership, Senior and Junior.
- (a) Senior membership shall be the functioning (or active) group, composed of members over the age of eighteen (18) years, provided however, that a wife under the age of 18 years, who is eligible under Section 1 of this Article, shall be classified 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. At the age of eighteen years, or by marriage, 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 VI OFFICERS

Section 1. The Unit shall elect annually a President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Chaplain, Historian, and Sergeant-at-Arms who shall serve until their successors are duly elected and installed. All shall be elected at the annual May meeting and installed before Department Convention. The new officers shall assume their responsibilities immediately following Department Convention.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1. The Executive committee shall consist of the President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, Jr. Past President and three additional members-at-large elected by the Unit. The term of office for members of the Executive Committee shall be for one (1) year.

ARTICLE VIII FISCAL YEAR

Section 1. The fiscal year shall be July 1st to June 30th.

Section 2. The Membership year of the Unit shall be the same as that of the Department, from January 1st to December 31st, inclusive.

ARTICLE IX AUTHORITY

Section 1. The authority under which this Unit shall function is vested in the National Constitution and By-Laws, in such standing rules as have been duly adopted and set forth in the Unit Handbook of the American Legion Auxiliary, the Department Constitution and By-Laws, the Department Policy and Procedure book, and this Unit's Constitution and By-Laws.

Section 2. The rules of procedure shall be governed by the current edition of Robert's Rules of Order, Newly Revised on all points not covered by this Constitution and By-Laws.

ARTICLE X
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. Amendments not having been previously read may be adopted by the unanimous vote of the members present.

Section 3. This Constitution shall be automatically amended to conform to the National and Department Constitutions and By-Laws of the American Legion Auxiliary.

This Constitution was adopted at a General Unit Meeting on May 5, 2011.

Name, Chairman Constitution &
By-Laws

Barbara White

Name, President Unit 91

Rae Hopf

BY-LAWS
OF THE
WAYNE V. MCMARTIN UNIT 91
AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA

ARTICLE I
UNIT MEETINGS

Section 1. The regular meeting of the Unit shall be held monthly. The unit body may, at least 30 days prior to a regular meeting, vote to cancel the meeting or change the meeting date or time dependent upon circumstances.

Section 2. Special meetings 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. Notification must be sent to all members.

Section 3. Five (5) members shall constitute a quorum at any regular scheduled or special called meeting of the Unit. Executive Committee meetings shall be governed by Article 6 – Section 2.

Section 4. All minutes of meetings, when approved, must be signed by the Secretary of the Unit.

ARTICLE II
DUES

Section 1. The annual Membership dues of this Unit shall be sufficient to include coverage of the District, Department, and National per capita which is payable annually following Department Convention.

Section 2. Discussion and vote regarding raising dues for next membership year shall occur before or at the March Unit meeting to insure adequate notification time of intent to Department and National.

ARTICLE III
MEMBERSHIP PROCEDURES

Section 1. Any person seeking a new membership in the Unit shall complete the appropriate prescribed application and provide documents to support eligibility. The Membership Chairperson is responsible for verifying eligibility either through the Post Adjutant, Sr. Vice/Membership Chairperson or direct inspection of verifying documents. The Membership Chairperson is responsible for making sure the application has all necessary signatures. The application is then sent to Department with payment for the first year's dues. (2011)

Section 2. A member failing to pay annual dues by January 31 shall be delinquent and shall be suspended from all membership privileges, provided said member shall be notified in writing by the Membership Chairperson. Payment of back dues shall re-instate such member to active membership. However, payment of back

dues does not entitle a member to continuous membership honors. Any member delinquent to December 31 of the year of delinquency shall automatically be dropped from the rolls and may be re-instated only by paying all back dues or by re-establishing eligibility and making application as a new member. (2011)

Section 3. Any member in good standing wishing to transfer to or from another Unit must present the new Unit her current membership card. No dues shall be transferred. Upon verification of good standing in the Unit transferring from and transferring to, the Unit Membership Chairperson will complete the appropriate paperwork. The member shall be entitled to a voting membership in the Unit to which she transfers and the next year's dues will be paid to the new Unit at the time they come due. (2011)

ARTICLE IV ELECTION AND INSTALLATION OF OFFICERS

Section 1. Nominations for Unit Officers shall be from the floor at the regular meeting in the month of April. Additional nominations may be made from the floor at the regular meeting in the month of May and election of officers shall be held at such meeting. Election shall be made by ballot and a majority of the votes cast shall be necessary to elect. When there is but one candidate for an office, the Chair may declare the candidate elected.

Section 2. All officers shall be installed prior to Department Convention in June. Said Officers shall assume the duties of their respective offices immediately following the close of the annual Department Convention.

ARTICLE V DUTIES 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, and to appoint chairmen and members of all committees with approval of the Executive Committee. She shall be the ex-officio member of all committees and shall perform such other duties as custom and parliamentary usage requires. The President shall appoint a Parliamentarian.

Section 2. 1st Vice-President: The 1st Vice-President, when called upon, shall assist the President and in her absence perform her duties, or shall succeed her in office in case of death, resignation, or removal. She shall serve as the Membership Chairman and shall keep all membership records. She will also have the access to the Unit's bank account in order to expedite deposits of memberships and payments to Department memberships. She will also be available to be the second signature on the dual signature account to help expedite deposits and payments for any of the Unit's financial obligations. (2011)

Section 3. 2nd Vice-President: The 2nd Vice-President, when called upon, shall assist the President and in either her absence or absence of 1st Vice-President, perform her duties. She shall assume the Chairmanship of one of the major Auxiliary programs of her choice.

Section 4. Secretary: The Secretary shall record the proceedings and transactions of all meetings of the Unit and of the Executive Committee, act as custodian of all books and papers, conduct the correspondence of the Unit, and keep on file in a comprehensive manner copies of all correspondence sent and received.

Section 5: Treasurer: The Treasurer shall receive all money and deposit it within seven days of receipt. She shall pay by check or debit card all expenses approved by the Executive Committee or Unit body. The Unit President's, Treasurer's, and/or Vice President's signatures shall be required on all checks as it is a dual signature account. The Treasurer shall record all money received and disbursed making monthly reports thereon and such other reports as may be deemed necessary by the Executive Committee. She shall pay over and deliver to her successor all money, vouchers, books, and papers belonging to the Unit. (2011)

Section 6. Chaplain: The Chaplain shall offer prayer at the opening and closing of each meeting, to be responsible for sending cards to the ill and bereaved Unit members, for ordering flowers when necessary, and perform such other duties as prescribed by the President and the Executive Committee. After collecting prayers from members she shall compile an official prayer book.

Section 7. Historian: The Historian shall compile all records of the Unit, compile a written report for historical records of the Unit organization, submit a written report to the Department annually, and compile the Unit Scrapbook.

Section 8: Sergeant-at-Arms: The Sergeant-at-Arms shall preserve order at the meetings of the Unit, for courtesies to guests, and perform such other duties as prescribed by the President and the Executive Committee.

Section 9. Parliamentarian: The Parliamentarian is a member knowledgeable of parliamentary procedure and acts as an advisor to the President. She should be familiar with the constitution and bylaws of her Unit, District, Department, and National, ALA Handbook, and Robert's Rules of Order Newly Revised.

ARTICLE VI EXECUTIVE COMMITTEE POWERS

Section 1. The administrative power shall be vested in the Unit Executive Committee, and all proceedings of this committee shall be presented to the unit at the next Unit meeting. The committee shall see that all requests or mandates of the National and Department organizations are carried out by studying bulletins and taking appropriate action on same or making definite recommendations to the Unit for such action.

Section 2. One third of the members of the Executive Committee shall constitute a quorum.

Section 3. The Executive Committee may meet once a month prior to the regular meeting of the Unit. Special meetings may be called by order of the President or on request of at least two members of the Executive Committee after notification to all members of the committee.

Section 4. 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 Executive Committee. A person so elected shall hold office for the unexpired term of the member whom she succeeds.

Section 5. The Executive Committee shall have the authority to approve and pass the expenditure of all monies up to and including \$75.00. Expenditure may be approved by phone or email votes. All amounts over this must be approved by the Unit body. If the Executive Committee does not approve an expenditure it shall so report at the next meeting of the Unit stating its reason for objection. The Unit may reconsider the request.

Section 6. The minutes of the Executive Committee meetings will be recorded by the Secretary and shall include a complete and accurate record of all business transacted. The minutes shall be signed by the Secretary and shall be read at the next regular meeting of the Unit for acceptance of the recommendations made therein.

Section 7. Any officer who shall absent herself from three consecutive meetings of the Unit and/or Executive Committee without a good and reasonable cause and without having been previously excused by the President, may at the fourth meeting be asked to resign her office provided the President has notified that officer in writing of the pending action. If officer refuses to resign, she will remain the officer of record and a pro tem would be appointed by the President subject to the approval of the Executive Committee.

ARTICLE VII COMMITTEES

Section 1. The Unit President shall appoint chairmanships and committees to conform with those of the Departmental organization and such others as she shall deem advisable, subject to the approval of the Executive Committee. The Unit President shall be an ex-officio member of all committees.

Section 2. The President shall appoint a competent committee of three members, subject to approval of the Executive Committee, for the annual audit of the Treasurer's books to be completed in the month of June.

Section 3. Committee Chairmen will be responsible for the completion of an annual report to their respective Department Chairmen at the time which it is due.

ARTICLE VIII CONVENTION DELEGATES AND CONFERENCE ATTENDEES

Section 1. The Unit President shall appoint the delegates to Department Convention and attendees to Fall Conference with special consideration going to officers, committee chairmen, and those with a desire to attend.

Section 2. The Unit shall be entitled to as many convention delegates as prescribed by the Department of Arizona. By virtue of office, the President shall be a delegate. Mandates to District, Department, and National must be paid 30 days prior to the Department Convention before delegates are entitled to vote.

Section 3. The Unit President shall be allowed a portion of her expenses for attending the Department Convention, provided the necessary amount is in the treasury and approved by the Unit body. An attendee at the Fall Conference other than the President shall be allowed a portion of her expenses for attending provided the necessary amount is in the treasury and approved by the Unit body.

ARTICLE IX DISCIPLINE

Section 1. For any violation of the Unit, State, or National Constitution or for conduct improper and detrimental to the welfare of the Auxiliary of the American Legion, any member may be expelled from membership or any officer removed from office by a two-thirds vote at a Unit meeting called for this purpose. Said expulsion or removal shall be binding only in the event said member or officer shall have been given thirty days notice in writing by the Unit Executive Committee of the charges and hearing thereon. Either party may have the right of appeal to the Department Executive Committee, and its action thereon shall be final. The expense of said appeal shall be borne by the appellant.

Section 2. Expulsion from one Unit does not prevent a member from applying for membership in any other Unit.

Section 3. Neither this Unit nor any member thereof shall circularize any other Unit or member thereof, without the consent of the Department Executive Committee.

Section 4. No member or group of members shall subject this Unit to liability, financially or otherwise, without the authorization of the Unit.

ARTICLE X AMENDMENTS

Section 1. These By-Laws 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. 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 of the American Legion Auxiliary.

These By-Laws were adopted at a General Unit Meeting on May 5, 2011.

Name, Chairman Constitution &
By-Laws

Barbara White

Name, President Unit 91

Rae Hopf