

COUNTY COUNCIL BYLAWS
As Prepared by Executive Board

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF PENNSYLVANIA**

ARTICLE I

Name

The Name of this Unit Council shall be
County Council, American Legion Auxiliary, Department of Pennsylvania.

ARTICLE II

Object

The object of this subsidiary organization shall be to provide a common meeting place, for the exchange of ideas and discussion of plans and for instructive talks by invited speakers, with the particular purpose of increasing knowledge and efficiency of the Unit membership in the County or Counties composing the Council.

ARTICLE III

Officers and Their Election

- Section 1 These shall be a President, First and Second Vice President, Secretary, Treasurer, Chaplain, Historian and one or more Sergeant-at-Arms.
- Section 2 Each Council shall elect Representatives from Units having no officers. The Council shall establish the number of Representatives to be elected. No tow Representatives shall be elected from the same Unit.
- Section 3 The President, First Vice-President, Second Vice-President, Chaplain, Historian, and Sergeant-at-Arms shall serve for one year and shall be eligible for re-election to these offices for not more than one consecutive year.
- Section 4 If a Council cannot fill all elective offices, a Unit may be represented by two elected Officers, but no member shall hold more than one office at the same time.
- Section 5 All officers shall be elected at the Annual Meeting, nominations to be made either entirely from the floor or by nominating committee, with additional nominations from the floor. Voting shall be by ballot and candidates for the respective offices receiving the majority of votes cast shall be declared elected. When there is but one candidate for an office, voting may be by acclamation.

ARTICLE VI

Duties of Officers

- Section 1 It shall be the duty of the President to preside at all meetings of the Council and the Council Executive Committee, to enforce strict observance of the Constitution and Bylaws, to appoint members of all necessary committees and perform such other duties as custom and parliamentary usage require.
- The President shall be the Official Delegate to the Department Convention and shall cast the Council ballot. An Alternate, to serve without vote for the Council President at Convention if necessary, shall be elected at the last regular Council meeting before the Convention.
- A President who fulfills her official duties for a period if six months or more shall be considered a Past Council President.

- Section 2 It shall be the duty of the First Vice President to act for the President in her absence or disability. It shall be the duty of the Second Vice-President to act for the First Vice-President, when called upon.
- Section 3 It shall be the duty of the Secretary to record the minutes of the Council and of Council Executive Committee Meetings, to send and give due notice of all meetings and to care for the records of the Council during her term of office.
- Section 4 It shall be the duty of the Treasurer to receive all monies belonging to the Council and to account for them. She shall pay all orders signed by the Secretary and countersigned by the President, and shall retain these orders as vouchers. She shall deliver to her successor all money, vouchers, books and papers belonging to the Council. The account of the Treasurer may be audited prior to the Annual Meeting and it shall be audited at the close of the Fiscal Year, July 31.
- Section 5 It shall be the duty of the Chaplain to offer prayer at the opening of each meeting and to perform such other duties as the President may direct.
- Section 6 It shall be the duty if the Historian to prepare for posterity the records of the Council and make report at the Annual Meeting.
- Section 7 It shall be the duty of the Sergeant-at-Arms to preserve order at the meeting and perform such duties as the President may direct.

ARTICLE VII **Executive Committee**

- Section 1 There shall be an Executive Committee composed of the Officers and Representatives. This Committee shall have administrative control of the Council and shall meet at such time and place as the President shall direct.
- Section 2 The Executive Committee shall have the power to act for the Council between meetings. The quorum of the Executive Committee shall be the majority of the Executive Committee providing all Officers and Representatives have been notified of the meeting.
- Section 3 Vacancies occurring in the Executive Committee shall be filled by the Executive Committee.

ARTICLE VIII **Membership**

- Section 1 Each Unit in good standing in the Council shall be entitled to be represented as a Council Meeting by one Delegate or one Alternate, and one additional Delegate or Alternate for each 25 members or major fraction thereof. The voting membership of the Council shall be composed of these Delegates or Alternates, the elected Officers and representatives, and Past Presidents of the Council. A voting member shall have but one vote, although entitled to a vote in any of several capacities, and must be elected in their respective Units.
- Section 2 All members in good standing of a Unit may attend the regular meetings of the Council, but shall not have voting privilege.
- Section 3 Any Unit desiring to resign from a Council shall present a resignation in writing to the Secretary, stating reason of withdrawal. The Secretary shall present the resignation to the Executive Committee, for their recommendation to the Council.

Section 4 Any Unit desiring re-instatement shall make such application to the Secretary, stating reason of withdrawal and desire for re-instatement. The Secretary shall refer this application to the Executive Committee for consideration, re-instatement to be decided by a two-thirds vote of Council.

ARTICLE VII
Dues

Section 1 The annual dues of a Council shall be five cents per Unit member from affiliated Units.

Section 2 Eligibility to vote requires all dues to be paid 30 days prior to the Annual Meeting.

ARTICLE VIII
Standing Committees

Section 1 Councils shall have standing Committees corresponding as nearly as possible to the Department Committees. The Chairman and members of Committees shall be appointed by the Council President.

Section 2 The Finance Committee shall be composed of three members not holding elected offices. Of these three members first appointed, one shall serve for one year, one for two years, and one for three years, and each year thereafter one member of this Committee shall be appointed for a term of three years. This Committee shall oversee the general financial policy of the Council, subject to the approval of the Executive Committee.

ARTICLE IX
Meetings

Section 1 Meeting of the Council shall be held

Section 2 The Annual Meeting shall be the last business meeting prior to July 1 of each year, when an audited report of the Treasurer may be read, and such other reports as the Executive Committee shall determine. Notice for the Annual Meeting shall be sent to Units at least 30 days prior to the Annual Meeting.

ARTICLE X
Fiscal Year

Section 1 The Fiscal Year of the Unit shall be the same as that of the Department.

ARTICLE XI
Order of Business

As suggested in the Unit Handbook.

ARTICLE XII
Parliamentary Authority

Robert's Rules of Order, Revised shall govern all points not covered in these Bylaws.

ARTICLE XIII
Amendments

Any Council deeming it necessary to have additional rulings shall submit them to Department Executive Committee for approval.