

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF PENNSYLVANIA**

**UNITS BYLAWS**

Prescribed by the Department  
December 9<sup>th</sup>, 1922

**ARTICLE I  
NAME**

The Name of this Unit existing under these bylaws shall be known as The American Legion Auxiliary Unit of

..... Post No. ....

**ARTICLE II  
OBJECT**

The object of this Unit shall be to uphold the principles as set forth in the Preamble of the Constitution of the American Legion Auxiliary.

**ARTICLE III  
Membership**

Section 1 The minimum membership of any Unit shall be ten Senior members and they shall be recognized as a Unit of the American Legion Auxiliary only after having duly received a charter.

Section 2 This Unit shall be absolutely non-sectarian and nonpolitical, 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 IV  
ELIGIBILITY**

- Section 1
- a) Membership in the American Legion Auxiliary shall be limited to the mothers, wives, daughters, sisters, granddaughters, and great-granddaughters of members of The American Legion.
  - b) To the mothers, wives, daughters sisters, granddaughters and great-granddaughters of all the 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; December 22, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; and dates inclusive; and to the mothers, wives, daughters, sisters, granddaughters and great-granddaughters of all military personnel now in the services who have joined The American Legion, provided they entered the service on or before August 15, 1973; 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.
  - c) To those women who if their own right are eligible to 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 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.

Section 3 No person may be a member at any time of more than one Unit.

Section 4 Each Unit shall be the judge of the qualifications of its candidates for membership, but no candidate shall be considered who does not present a filled out set of "Application for Membership Forms as prescribed by the National Body."

## ARTICLE V OFFICERS

Section 1 These shall be a President, First Vice President, Second Vice President, one or more Secretaries, Treasurer (or a Secretary-Treasurer), Chaplain, Historian and Sergeant-at-Arms.

These officers may be nominated by a nominating committee with the opportunity for additional nominations from the floor, or they may be nominated entirely from the floor and elected by a ballot at the annual meeting, unless there is only one candidate for an office, when voting may be by acclamation. A majority vote shall elect and all officers shall serve one year, or until their successors are elected.

Section 2 No member shall hold more than one elective Office at the same time with the exception of Secretary-Treasurer.

Section 3 The Officers shall serve as officers of the Executive Committee.

## ARTICLE VI Duties of Officers

Section 1 It shall be the duty of the President to preside at all meetings of the Unit and of the Executive Committee; she shall have read at meetings all communications received from Department Headquarters, and see that the same are compiled with; she shall have preserved in the Unit's records a perpetual file of all minutes of executive sessions; and perform such other duties as usually appertain to the office. She shall make a report at the Annual Meeting.

A President who fulfills her official duties for a period of six months or more shall be considered a Past Unit President.

Section 2 It shall be the duty of the First Vice President to perform the duties of the President in her absence or temporary disability. Should the office of the President become vacant during the year, the First Vice President shall automatically succeed to that office and the Second Vice President shall become the First Vice President. A new Second Vice President shall be elected by the Executive Committee.

Section 3 It shall be the duty of the Secretary to record the proceedings of the Unit and of the Unit Executive Committee meetings and to keep all books necessary to the successful conduct of the work of the office;

and to conduct her office in a business-like manner. She shall care for the Archives of the Unit and shall also keep record of all monies spent.

Section 4 The Corresponding Secretary shall send out notices for the Annual Meeting and Special Meetings, conduct the correspondence of the Unit and Executive Committee under the direction of the President, and shall keep the Treasurer advised of all persons elected to membership and all changes affecting membership. She shall notify applicants of their elections to membership. She shall report all new members and all resignations to the Unit at the regular meeting. She shall distribute the ballots at the Annual Meeting.

Section 5 It shall be the duty of the Treasurer to receive all monies belonging to the Unit 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 Unit. 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 6 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 7 It shall be the duty if the Historian to prepare for posterity the records of the Unit and make report at the Annual Meeting.

Section 8 It shall be the duty of the Sergeant-at-Arms to perform such duties as may be presented by the President.

Section 9 All records of any description received by any Unit Officer during her term of office, shall be considered the property of the Unit, and shall be delivered intact to her successor.

**ARTICLE VII  
EXECUTIVE COMMITTEE**

Section 1 There shall be an Executive Committee composed of the Officers, and the Chairman of Standing Committee which shall meet on call of the President or upon written request of at least three members of the Executive Committee. Five Members shall constitute a quorum. All Past Unit Presidents in good standing in their Units shall be members of life of the Executive Committee with the privilege of recommendations and discussion only.

Section 2 Vacancies occurring in the Executive Committee from any cause other than the expiration of the term of office, shall be filled by majority of the voted cast by the Executive Committee. The person elected shall serve for the unexpired term of the member whom she succeeds.

In the event of an officer-elect resigns prior to August first, such office shall be filled by those members eligible to vote at the Annual Meeting.

**ARTICLE VIII  
Meetings**

Section 1 The Annual Meeting shall be the last business meeting prior to July first of each year. Notice of same to be sent by Secretary at least five days in advance. Officers shall assume office August first.

Section 2 Regular meetings of the Unit shall be held ..... of each month. Each Unit shall establish its own quorum.

Section 3 For regular meetings or for special meetings when an advance notice of at least three days has been given, the number of members in attendance shall constitute an quorum.

When less than three days' notice has been given, ten members shall constitute a quorum.

**ARTICLE IX  
DUES**

Section 1 The annual membership dues of this Unit shall be ....., which include the Department and National per Capita Tax for the ensuing year. The Per Capita Tax of the Unit Membership shall be paid to the Department Secretary-Treasurer as soon as possible after the close of each National Convention.

Section 2 Units shall report to the Department Office each month the number of new members admitted together with their application for Membership forms correctly filled out; and shall also remit the per capita tax due to the National Auxiliary and the Department with this report, listing the new and renewal memberships separately.

Section 3 Annual dues shall be payable August first of each year for the next ensuing calendar year. A member failing to pay such annual dues by January thirty-first shall be classed as delinquent and shall be suspended from al membership privileges, provided however, such suspended member shall be notified in writing 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 members delinquent to December thirty-first of the year of delinquency shall automatically be dropped from the rolls, and may not hereafter be reinstated without vote of the Unit, where the Unit requires a vote on applications for membership, and the payment of all back dues, or by re-establishing eligibility and making application as a new member.

Section 4 Application for Membership Forms must be accompanied by the National and Department Per Capita Tax for current year, and Units dues, before being given consideration by the Unit.

Section 5 Any Unit failing to meet the obligations imposed upon it by the Constitution and Bylaws or by rulings of Convention or Executive Committee, or, ceasing to function from one Department Convention to the next as an American Legion Auxiliary Unit, or refusing to pay per capita tax due Department and National organizations, shall, upon order of the Department President, surrender its charter, records and funds, with the prerogative of specifying the Department program to benefit from such funds. Upon failing to surrender its charter, records and funds immediate steps may be taken by the Department Executive Committee for the revocation of the same.

**ARTICLE X  
Affiliations**

Section 1 Units shall not affiliate with organizations other than Community Service Agencies, unless expressly authorized so to do by the Department Executive Committee.

Section 2 Seven or more Units may combine to form a County Council, for mutual benefit through interchange of ideas and plans, but without having any authority over the actions of the individual Units belonging to the Council.

Section 3 Units may, upon application or invitation affiliate with the County Council in which they geographically belong; and no variation from this rule shall be allowed unless such variation has been established by the Post to which the Unit is attached.

## ARTICLE XI

### Transfers

Section 1 Transfer of membership from one Unit to another in the Department shall be upon application of the member to, and acceptance by, the other Unit. No dues shall be transferred and the transferring member shall be entitled voting privileges in the Unit to which she transfers, until the expiration of her paid-up dues.

## ARTICLE XII

### Committees

Section 1 Units shall have standing Committees corresponding as nearly as possible to the Department Committees.

Section 2 The Chairman and members of Committees, except those otherwise provided for in these Bylaws, shall be appointed by the President, subject to the approval of the Executive Officers.

Section 3 The Finance Committee shall be composed of three members not holding Unit 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 Unit, subject to the approval of the Executive Committee.

Section 4 It shall be the duty of the President to appoint an Auditing Committee of three or more persons, to audit the books at the close of the fiscal year, and to make a report at the first meeting of the new year.

## ARTICLE XIII

### Fiscal Year

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

## ARTICLE XIV

### Liability

The Unit shall not incur obligations or liabilities of any kind whatsoever which shall subject to liability any other Unit, Post, Subdivision, Department, Organization, Committee or group of members of the Auxiliary or The American Legion.

## ARTICLE XV

### Order of Business

Taken from Manual of Ceremonies and the Unit Handbook

- a. Reading of minutes of previous meeting.
- b. Committee reports.
- c. Sick call and relief.
- d. Unfinished business.
- e. Balloting on application.
- f. Initiation of candidates.
- g. New business and correspondence.
- h. The good of the Auxiliary. (The membership shall be permitted to make any suggestions of any kind, character or description, save religion or partisan politics.)

ARTICLE XVI  
**Parliamentary Rulings**

The rules of procedure at meetings of the Unit shall be those set forth in Roberts' Rules of Order, Revised, except as otherwise expressly provided herein.

ARTICLE XVII  
**Amendments**

Upon request of ten or more Units, any proposed amendment to these Bylaws, will be considered at the first Department Executive Committee meeting, subsequent to receiving such request. No amendments will be considered which are in conflict with any rules of the National or Department Executive Committee.

Name .....

Address.....

Member of ....., A.L.A.

No. ....