

**CONSTITUTION AND BY-LAWS
AMERICAN LEGION AUXILIARY
TRAVIS L. WILLIAMS, UNIT 65**

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 ONE HUNDRED PERCENT AMERICANISM; TO PRESERVE THE MEMORIES AND INCIDENTS OF OUR ASSOCIATIONS IN ALL 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.

CONSTITUTION

ARTICLE I

Travis L. Williams American Legion Auxiliary

Section 1. The name of this organization shall be the American Legion Auxiliary, Travis L. Williams, Unit 65, and Department of Arizona. (Nov 2015).

ARTICLE II

Nature

Section 1. The American Legion Auxiliary is a civilian organization of women and men. Each member shall perform their duty as a citizen according to their conscience and understanding.

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 or the promotion of the candidacy of any persons seeking office or preferment.

ARTICLE III

Object

- Section 1. The object of the American Legion Auxiliary, Travis L. Williams Unit 65, Department of Arizona, Shall be as stated in the Preamble to the Constitution.

ARTICLE IV

Eligibility

- Section 1. Membership in the American Legion Auxiliary shall be limited to the:
- (1) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
 - (2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941 who, being a citizen 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 either eligibility period and died in the line of duty or after honorable discharge; and
 - (3) grandmothers, mothers, sisters, spouses and directed and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge;
 - (4) 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 the functioning (or active) group composed of members over the age of eighteen (18) years of age, provided however, that a spouse is under the age of eighteen 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 (18) 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.

ARTICLE V

Powers

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Section 1. This Auxiliary Unit shall be subject to all provisions of the National and Department of the American Legion Auxiliary.

ARTICLE VI
Executive Committee

Section 1. There shall be a Unit Executive Committee, which shall consist Five of (5) Unit Officers and Ten (10) additional members at large elected by the Unit. Past Unit Presidents will be members of the Executive Committee for life with each having one (1) vote. (October 2024)

ARTICLE VII
Officers

Section 1. The Unit shall elect annually a President, First Vice President, Second Vice President, Secretary, Treasurer and said Officers shall assume the duties of their respective offices after the Department Convention.

Section 2. The newly elected President shall appoint a Chaplain, Historian, Sergeant-At-Arms, and all assistants. These appointed officers will be approved by the "old" Executive Committee at their next meeting so that the newly elected and/or appointed officers may all be installed at the same time. (President, First and Second Vice Presidents, Secretary, Treasurer, Chaplain, Historian, Sgt-at-Arms and all assistants and the Ten (10) members at large) These same officers shall assume their duties after the Department Convention, New Chairman and Committee members will be appointed over the summer and approved at the September Executive Committee meeting by the "new" Executive Committee.(October 2024)

ARTICLE VIII
Fiscal Year

Section 1. The fiscal year of the Unit shall be the same as that of the Department, from August 1 to July 31, inclusive.

ARTICLE IX
Parliamentary Authority

Section 1. The Unit organization shall be governed by "Robert's Rules of Order, Newly Revised", on all points not covered by this Constitution and By-Laws or the Department or National Constitution and By-Laws.

ARTICLE X
Unit Meetings

Section 1. The Executive Business meeting of Auxiliary Unit 65 shall be held on the third (3rd) Thursday of each month at six-thirty (6:30) p.m. except for July and August, and the Regular meeting shall be held on the 3rd Thursday of each month at seven (7:00) p.m. except for July and August. There will be no regularly scheduled meetings during the months of July and August. (Amended November 19, 2015)

Section 2. Special meetings of this Unit may be called by the President or by a majority of the Executive Committee or upon written request of Five (5) members of the Unit.

Section 3. Ten (10) members shall constitute a quorum at any meeting of the Unit. (October 2024)

ARTICLE XI
Elections

Section 1. Election of all officers of this Unit shall be ballot and the majority of the votes cast shall be necessary to elect. When the office is unopposed the chair declares the office elect. Election of all officers shall take place thirty (30) days before the Department Convention and all newly elected officers installed and names sent to the Department Secretary before Convention date. (November 2015)

Section 2. An annual meeting shall be held in the month of March of each year for the purpose of nominations of officers.
An annual meeting shall be held in the month of April of each year for the purpose of electing officers and receiving all annual reports.

Section 3. All nominees not present at the nomination meeting must respond in writing Ten (10) days after initial nominations in order to be placed on the election ballot.

- Section 4. In order to participate in the election of Unit Officers, a member shall have paid their dues for the current fiscal year within which the election is held, at the time of the nomination of candidates for office, and in any event, at least Thirty (30) days prior to the election.
- Section 5. Delegates and alternates to the Department Convention shall be elected at a Unit meeting duly called for that purpose not less than Three (3) weeks prior to the Convention. Alternates shall have priority in the order of their election.
- Section 6. All Officers and Executive Committee members shall be elected annually on a specially called election date. Exception for All Past Unit Presidents who are members of the Executive Committee for life.
- Section 7. Members or Nominees must be present at the start of the Unit Election in order to participate in the voting or run for office. No Exception, also no member or nominee shall leave the election meeting prior to the conclusion of the entire election process. **(November 16, 2024)**

ARTICLE XII

Transfers

- Section 1. Any member of good standing in a Unit shall be entitled to transfer to another Unit.
- Section 2. Any member in good standing wishing to transfer to another Unit must present to the new Unit their current membership card. Upon acceptance of the transfer applicant by the new Unit, the Unit secretary will complete the Certificate of Transfer. The member shall then be entitled to active membership in said Unit. No dues shall be transferred

ARTICLE XIII

Discipline

- Section 1. For any violation of the Unit, Department or National Constitution 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 Officers removed from office by a two-thirds vote at a Unit meeting duly called for that purpose. Said member's expulsion or removal to be binding only in the event said member or officer shall have been given Fifteen (15) day's 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 or their action thereon shall be final. The expense of said appeal shall be borne by the appellant. A member cannot be suspended for more than (12) Twelve months as Administration. Term is (1) One year. **(October 2021)**

Section 2. Neither this Unit in the Department nor any member thereof shall solicit and/or campaign any 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 XIV
Amendments to the Constitution**

Section 1. This Constitution may be amended by two-thirds affirmative vote of the members present at a regular Unit meeting, provided the proposed amendment has the Executive Committee's consent and shall have been read at the previous Unit meeting.

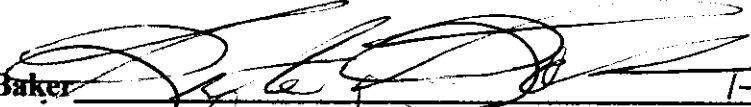
Section 2. This Constitution shall be automatically amended to conform to the National and Department Constitution of the American Legion Auxiliary.

APPROVAL OF CONSTITUTION

Approved by Executive Committee on November 21, 2024

First Reading to General Membership on November 21, 2024

Second Reading to General Membership and Approval on January 16, 2025

Unit 65 President-Beatrice Baker  1-24-25

Unit 65 Secretary- Urshula Hill  1/24/25

BY-LAWS
ARTICLE I
Executive Committee

- Section 1.** Between meetings the government and management of this Auxiliary 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 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 whom they succeeds.
- Section 3.** One third of the members of the Executive Committee shall constitute a quorum
- Section 4.** The Executive Committee meeting of Auxiliary Unit 65 shall be held on the third (3rd) Thursday of each month at six-thirty (6:30) p.m. except for July and August, and the Regular meeting shall be held on the 3rd Thursday of each month at seven (7:00) p.m. except for July and August. There will be no regularly scheduled meetings during the month of July and August. (Amended November 19, 2015)
Special meetings may be called by order of the President, or by written request of at least three (3) members of the Executive Committee Amended (November 19, 2015)

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 By-laws; to appoint members of the standing committee; to create other such committees and appoint members thereof as she deemed advisable; to perform such other duties as custom and parliamentary usage required; and to appoint all officers not otherwise provided for.
- Section 2.** Duties of the Vice President: The First & Second Vice Presidents in the order named, shall when called upon, assist the President and in absence perform duties and shall succeed in office in case of death, resignation or removal. The First Vice shall be responsible for membership. The Second Vice shall be responsible for fund-raisers.

- Section 3.** Duties of the Secretary: It shall be the duty of the secretary to record the 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; to act as secretary to the Unit Executive Committee; to receive and answer all official mail under the direction of the President; to send and give due notice of all meetings and to conduct their office in a businesslike manner. Shall care for the archives of the Unit and shall also keep a record of all money received from the members for per capita assessments or from other sources. Is hereby vested with such authority as is necessary to carry out duties for the good of the American Legion Auxiliary successfully. Minutes must be forward to the American Legion Auxiliary Department of Arizona within 5 days after the minuets has been approved.
- Section 4.** Duties of Unit Treasurer: It shall be the duty of the Unit Treasurer to receive all money belonging to the Unit and to account for the same. Shall give bond in such amount as the Unit Executive Committee may determine the premium of the aforesaid bond to be paid by the Unit. The treasurer shall pay all orders signed by the President or Secretary and shall retain these orders as their vouchers. Shall keep account of receipts and expenditures, making a written monthly report thereof and such other reports as may be deemed necessary by the Unit Executive Committee. Accounts shall be audited annually by the Board of Trustees. Shall pay over to and deliver to their successor, all money, vouchers, books, and papers belonging to the Unit.
- Section 5.** Duties of the Historian: It shall be the duty of the Unit Historian to compile the historical records of the Unit organization and to make a report to the Department organization.
- Section 6.** Duties of the Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms to preserve order at all meetings of the Unit and such other duties as may be prescribed by the President.
- Section 7.** Duties of the Chaplain: It shall be the duty of the Chaplain to offer prayer at the opening and closing of each meeting and perform other such duties as the President may direct.
- Section 8.** Any officer absent from three consecutive meetings without reasonable excuse shall be asked to resign in writing. If the officer resigns, they will be replaced in accordance with the procedure in these Bylaws. If a resignation is not received, a pro term officer may be appointed to ensure the work of the Unit is carried out.

**ARTICLE III
Dues**

- Section 1.** The annual Senior Membership dues of this Unit are Thirty-Five Dollars (\$35.00), and the Annual Junior Membership dues are Six dollars (\$6.00) which shall include the Department and National per capita, payable on December 31. **(October 18, 2023)**
- Section 2** A member failing to pay annual dues, including the Unit, State and National assessments by January 31st, is classified as delinquent and shall be suspended from all membership privileges, provided; however, such suspended member shall be notified by the Secretary of the Unit of such prior thereto. Payment of membership: any member delinquent to December to December 31 of the year of delinquency shall automatically be dropped from the membership rolls and may be reinstated only by paying all back dues or by re-establishing eligibility and being voted in by the members. **(April 29, 1999)**
- Section 3** Unit will have "Early Bird" New and Renewal membership period as determined by the Unit. Seniors Thirty dollars (\$30.00) and Juniors will be Four Dollars (\$4.00) after determined end of Early Bird membership the dues will resume back to Seniors Thirty-Five Dollars (\$35.00) and Juniors will be Six Dollars (\$6.00) **(October 18, 2023)**

**ARTICLE XIV
Amendments to the Bylaws**

- Section 1.** These Bylaws may be amended by two-thirds affirmative vote of the members present at a regular Unit meeting, provided the proposed amendment has the Executive Committee's consent and shall have been read at the previous Unit meeting.
- Section 2.** These Bylaws shall be automatically amended to conform to the National and Department Bylaws of the American Legion Auxiliary.

APPROVAL OF BYLAWS

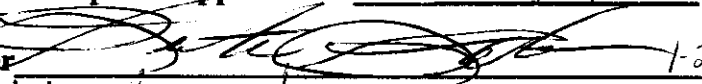

Approved by Executive Committee on _____ **November 21, 2024** _____

First Reading to General Membership on _____ - **November 21, 2024** _____

Second Reading to General Membership and Approval on _____ **January 16, 2025** _____

Unit 65 President- Beatrice Baker

Unit 65 Secretary- Urshula Hill

 1-24-25
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