



# Department of Ohio Plan of Action



## CONSTITUTION & BYLAWS

### CHAIRMAN

Cyndi Underwood  
2213 Bryn Mawr Dr.  
Stow, OH 44224  
(330) 256-0700 (cell)

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**Mid-Year Report Due: December 15, 2020**

**REPORT DUE: April 15, 2021**

Department Report Form				
This Form should be attached to each narrative that is submitted for information, Citation of Merit requirements and possible Department award. Please fill out the information as completely and accurately as possible. A Unit must submit a this report form with boxes completed and answer the questions below in order to earn the Citation of Merit. Narrative- word count must follow directions given in award guidelines. Simple or elaborate stories will be accepted as a report. <b>Please complete the following.</b> Be sure to give the complete name of your Unit: _____				
District _____	Unit # _____	Unit Membership Goal _____	Unit Membership Total As of Report _____	
Name of Person Completing Report:			Unit Chair. _____	Unit Pres. _____
Phone # _____	Email _____	Membership ID (if available) _____		
Specific Award Name(if applicable) _____				

### As part of your Narrative Report, please include answers to the following questions:

- Have you done an annual review of your Unit Constitution, Bylaws, and standing rules? \_\_\_\_\_
- When were your Unit Constitution & Bylaws last revised? \_\_\_\_\_
- How was your Unit inspired to review their governing documents? \_\_\_\_\_
- Did your unit sponsor a Constitution & Bylaws activity(s)? \_\_\_\_\_
- If so, what were the activity(s)? \_\_\_\_\_
- Did your unit participate in a web-based Constitution & Bylaws activity? If so, was it helpful? \_\_\_\_\_
- Did you add a list of Past Presidents info (names, numbers, dates served) to your guidelines? \_\_\_\_\_
- Did you add a page for Constitution & Bylaws revision, review and amendments dates? \_\_\_\_\_

### Program Summation:

Total Number of Volunteers	Total Number of Jr. Volunteers	Total Number of Volunteer Hours	Total Dollars Spent or Raised	Total Number of Patriotic/Veteran Programs/Events
			\$	

**The National Cover Sheet is included on the backside of this form.**

**Please fill out the Unit or Member Portion and send with your Narrative. Send your narrative, this report form and National Cover Sheet to your District or Department Chairman.**

**MAIL TO DEPARTMENT C&B CHAIRMAN**

◆ Cyndi Underwood ◆ 2213 Bryn Mawr Dr. ◆ Stow, Ohio 44224 ◆

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## American Legion Auxiliary National Report and Award Cover Sheet

*See the Annual Supplement to the Programs Action Plan to determine where to send this form.*

**Please note, your report will also be viewed as an award entry if this cover sheet is attached.**

**Complete the following if you are applying for a member award.**

Unit #: \_\_\_\_\_ Full official unit name: \_\_\_\_\_

Name of state where you are a member: \_\_\_\_\_

Member's Full Name: \_\_\_\_\_ ALA member ID#: \_\_\_\_\_

Nominating Member (if different from above): \_\_\_\_\_

Nominator's Phone number: (\_\_\_\_) \_\_\_\_\_

Nominator's Email address: \_\_\_\_\_

National committee sponsoring award: \_\_\_\_\_

Name of the award you are applying for: \_\_\_\_\_

\*\*\*\*\*

**For a unit award or to submit a year-end unit narrative report, please complete this section.** Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: \_\_\_\_\_ Full official unit name: \_\_\_\_\_

Name of department: \_\_\_\_\_

Unit president/chairman (**circle one**) name: \_\_\_\_\_

Above listed person's ALA member ID#: \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

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**For a department award or to submit a year-end department narrative report, please complete this section:**

Name of department: \_\_\_\_\_

Name of department chairman: \_\_\_\_\_

Chairman's phone number: (\_\_\_\_) \_\_\_\_\_ ALA member ID#: \_\_\_\_\_

Chairman's email address: \_\_\_\_\_

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## CONSTITUTION AND BYLAWS

The Constitution & Bylaws program informs and educates members of the American Legion Auxiliary on the importance and power of properly written, reviewed and updated documents, policies, and procedures at all levels. Constitution & Bylaws are the basis for governance of your department, district, county, and unit. Preparing and adhering to updated Constitution, Bylaws and Standing Rules will ensure a more successful organizational process and provide the structures to follow at all levels of our organization.

### **What can you do?**

The following is provided as a guideline to help facilitate reviews of your current Constitution, Bylaws and Standing Rules. *Please remember that Department, District, County and Unit Constitution & Bylaws and Standing Rules, cannot be in conflict with national governing documents.*

**Guidelines for Units: (Note) See attached C&Bs Template for Units to use as a guide. Please do not type the wording in red (mandatory). Wording in red is only provided for your information.**

#### **A. Constitution & Bylaws:**

- a. are the foundation of the organization
- b. contain the most essential provisions relating to the organization, its name, purpose, membership, officers, meetings, governing board, committees, parliamentary authority and amendments to prescribe structure changes
- c. are the law of the organization
  - should be reviewed, but not changed, every year
  - have direct bearing on the rights of members
- d. should have a standard form and content
- e. define the primary characteristics of the organization
- f. prescribe how the organization is structured and functions
- g. include all rules that are so important that they cannot be changed without prior notice.

#### **B. Standing Rules**

- a. Relate to the details of administration for the organization.
- b. May be adopted by a majority vote.
  - may be amended or rescinded at any regularly scheduled meeting: with prior notification, by a majority vote, unless the bylaws stipulate otherwise, without prior notification by a two-thirds vote.

**C. Parliamentary Authority** – The most recent edition of *Robert's Rules of Order, Newly Revised* shall govern this organization in all cases that are not in conflict with state statute, the constitution, the bylaws, or any special rules of order adopted by the organization.

#### **D. Definitions**

- a. **Resolution:** An elaborate, formally written motion. A resolution may contain a preamble that lists the reasons for adoption. Each reason is listed in a separate paragraph starting with the word "whereas." A resolution must have at least one "resolved" clause that specifies the action or position being proposed.
- b. **Amendment:** Proposes a change to the Constitution, Bylaws, Special Rules of Order, or Standing Rules. It is also used to modify a motion under consideration.

**E. Changes to the Constitution, Bylaws and Standing Rules** should be submitted to the Constitution & Bylaws Department Chairman for review.

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## Ideas:

### Member

- Volunteer to create a game of Constitution & Bylaws questions for members to play at unit meetings; make Constitutions & Bylaws fun!
- Volunteer to write a resolution or amendment to be brought before your unit.
- Volunteer to help your department, district and/or unit to update governing documents to conform to the national organization's governing documents.
- Become familiar with the most recent edition of *Robert's Rules of Order, Newly Revised*

### Unit

- Update Constitution, Bylaws and Standing Rules, as well as policies and procedures, to conform to the national organization's recent update.
- Plan a parliamentary procedure seminar at a unit/district function.

## Mid-Year Reports

Mid-Year Reports reflect the program work of units. Each Constitution & Bylaws Unit Chairman is required to submit a narrative report by **December 15, 2020**, to the Department Constitution & Bylaws Chairman, at the address found on the cover page of this plan of action.

## Year-End Reports

Year-End Reports reflect the annual program work of units. Each Constitution & Bylaws Unit Chairman is required to submit a narrative report by **April 15, 2021** to the Department Constitution & Bylaws chairman, at the address found on the cover page of this plan of action. Be sure to save your 2019-2020 reports and add the great work you will continue to do throughout the 2020-2021 year.

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2017-2022 PROGRAMS ACTION PLAN HOW TO GUIDES

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## HOW TO WRITE STANDING RULES

### Committee:

Constitution & Bylaws

### Contact Information for Questions:

constitution&bylaws@ALAFforVeterans.org or your department Constitution & Bylaws chairman

### Step-by-Step Instructions:

- Start with a specific need that relates to the administration of your department, district or unit (e.g., awards you present, budget for convention attendees, voting body).
- Write the Standing Rule. See “Guidelines for Writing Standing Rules” on the next page.
- Present it at a department, district or unit meeting.
- A standing rule can be adopted with majority vote at any regular meeting with advance notice, unless otherwise stipulated in the bylaws. Without advance notice, a standing rule requires a 2/3 vote for adoption.
- The Standing Rules document should be kept up-to-date, and each new Standing Rule should record the date it was adopted.

## GUIDELINES FOR WRITING STANDING RULES

Standing Rules are those rules and regulations which relate to the details of the administration of an organization for the guidance of an assembly. Standing Rules are usually adopted in the form of a resolution and require a majority vote to pass with previous notice at any regularly scheduled meeting, and a 2/3 vote in the affirmative to pass without prior notice.

The following points are intended to be a helpful guide for writing or updating Standing Rules. Not every topic or item will apply in every instance, and some things may not be listed.

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The (NAME AND NUMBER) of the \_\_\_\_\_ District, American Legion Auxiliary, hereby adopts the Constitution & Bylaws as prescribed by the American Legion Auxiliary, Department of

\_\_\_\_\_.

The most recent edition of *Robert's Rules of Order*, in all questions not governed by articles of the National, (department/district/unit) Constitution & Bylaws, shall govern this (department/district/unit).

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1. State time (day and hour) of meeting, place of meeting and information on notification of meeting. Are you meeting all twelve (12) months?
2. Dues – Senior, Junior, Gold Star Mothers, Life Members.
3. Process for selecting Life Members.
4. Election
  - a. When will election be held?
  - b. Secretary and/or Treasurer – elected or appointed?
  - c. A nominating committee – yes or no? Elected per the most recent edition of *Robert's Rules of Order, Newly Revised*.
5. Election of delegates for department convention, fall conference, district meetings – when and how selected.
6. Installation of officers – when, where, who is in charge.
7. Equipment – rules for loaning, maintenance, etc.
8. Finances
  - a. Rent
  - b. Utilities
  - c. Working funds for officers, chairmen, poppy purchases, ALA Girls State, Veterans Affairs & Rehabilitation, etc.
  - d. Annual gifts for district president's visit, retiring officers, etc.
  - e. Flowers and/or gifts for illness, death, etc.
  - f. Expenses for delegates to department convention, fall conference, district meetings, etc. (registration fee, mileage, per diem)
  - g. How bills are paid and who signs the checks
  - h. Contest prizes – how much for poppy, essay contests, etc.
  - i. Department and district mandatory funds
  - j. Arrangements for special dinners – funerals, etc.
  - k. Annual donations to special programs or charities
9. The fiscal year of this department/district/unit will be \_\_\_\_\_.
10. Audit – when and by whom.
11. This paragraph should appear at the end of your Standing Rules: “Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting, or if notice has been given, by a majority vote.” Standing Rules are usually adopted from time to time, as they are needed, in the form of resolutions.

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12. The date of the meeting at which these Standing Rules were approved **MUST** be shown.  
ALSO – The signature of the Constitution & Bylaws chairman and president or secretary **MUST** appear on the bottom of the list.

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
President or Secretary

\_\_\_\_\_  
Constitution & Bylaws Chairman

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## HOW TO WRITE A RESOLUTION

### **Committee:**

Constitution & Bylaws

### **Contact Information for Questions:**

constitution&bylaws@ALAforVeterans.org or your department Constitution & Bylaws chairman

### **Step-by-Step Instructions:**

- A resolution is a written, formal motion. Resolutions are used because the motion may be presented in written form with some of the reasons included in the document. If written well, the resolution makes it easier for members to consider the proposal. Importance, length and complexity of the motion, and size and formality of the assembly are major considerations in using resolutions.
- A resolution has two sections - the resolving clauses and the reasons. Resolving clauses tell the specifics of the proposal. The main reasons a motion should be adopted are included in the "Whereas" clauses. Neither section should include more clauses than are absolutely necessary. Simple, but specific is best.
- When developing a written motion or resolution, consult with members who can be of assistance to improve the wording and whose support will assist in its adoption.
- The two sections of a resolution can be written in either order, but many believe it is better to write the main motion first and then write the reasons it should be adopted. This way, you first determine what is to be done. Focus on the most crucial specifics essential in the motion. Say it in one or two sentences. A third sentence could include who is responsible and a timeline.
- Once the main motion is determined, develop three to five statements to support the adoption of it. These are worded as "Whereas" clauses. These points should be the most important and least controversial arguments for the motion. Less than three points may not make the case depending on the motion, and more than five may get too complicated and confuse the issue. Again, it is important to stay focused on the points that are strictly necessary. Leave other points for the discussion.
- When the resolution is finally written, it begins with the "Whereas" clauses and ends with the resolved clauses. *Robert's Rules of Order, Newly Revised* prescribes the proper format, capitalization and punctuation. Again, it is a good idea to consult with members who can be of assistance, as well as the most recent edition of *Robert's Rules of Order, Newly Revised*, to ensure your resolution is correctly formatted.

*See the sample resolution in Support Tools at [www.ALAforVeterans.org](http://www.ALAforVeterans.org).*



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## HOW TO BE AN EFFECTIVE PARLIAMENTARIAN

### **Committee:**

Constitution & Bylaws

### **Contact Information for Questions:**

constitution&bylaws@ALAforVeterans.org or your department Constitution & Bylaws chairman

### **Step-by-Step Instructions:**

- **BE IMPARTIAL** – The parliamentarian is much like an official in a game. She is to be impartial and make sure everyone plays by the rules. Similarly, as the official does not play the game, the parliamentarian does not exercise the same rights as a member. She does not make motions, debate, or vote, except by ballot.
- **KNOW THE RULES** – Just as a referee must know the rules of the game, a parliamentarian must know the rules of the organization and of the parliamentary authority. As the size of the group increases, so must the depth of knowledge of the parliamentarian. A department parliamentarian must know and understand bylaws, standing rules, and parliamentary procedure much better than a unit parliamentarian.
- **PRESIDENT'S APPOINTMENT** – The president appoints the parliamentarian for her knowledge and skills, not as an honor or special appointment for a friend. The parliamentarian should be someone reliable and trusted to provide accurate advice for everyone on both sides of an issue. The president and parliamentarian should have a good working relationship.
- **VARIED ROLES** – The parliamentarian has a variety of duties before and during meetings with members, committees, officers, and boards. The goal is for the business to be handled properly and smoothly.
- **DUTIES BEFORE A MEETING** – Review the agenda with the president to be familiar with the business and possible problems that may arise. Review the bylaws and standing rules of the organization. Work with any committee members who request assistance in preparing reports for the meeting.
- **DUTIES DURING A MEETING** – Preparatory work before the meeting should reduce the work necessary during the meeting. The parliamentarian should arrive early to counsel as needed. Have a copy of the governing documents at the meeting. Keep track of the motions to assist the presiding officer. Be as inconspicuous as possible. Provide advice when requested and communicate with the president tactfully and discreetly. Remain impartial and be prepared to cite references if needed. Be available after the meeting for further counsel.

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- **DUTIES FOR A CONVENTION** – The duties of the parliamentarian for a convention include those listed for meetings. Also be prepared to advise convention committees such as resolutions, credentials, rules, and elections. Review the script with the presiding officer. Stay focused, steady, patient, and fair.
- **PARLIAMENTARY AUTHORITY** – Any organization requires rules of operation. The most important should be the hardest to change. Typically, these include a Corporate Charter, Constitution and/or Bylaws, Rules of Order such as *Robert's Rules*, and Standing Rules. The Charter, Constitution, Bylaws, and Standing Rules are written specifically for a given organization. Those rules take precedence in governance. On matters not specifically addressed in those documents, the Rules of Order specified in the Bylaws are the parliamentary authority. This is usually the most recent edition *Robert's Rules of Order, Newly Revised*. A parliamentarian should spend time studying these rules.
- **HELP MEMBERS LEARN** – During your year of service as parliamentarian also consider working with members to educate them in parliamentary procedure. This can be as you counsel them in their roles or teach lessons to further develop their knowledge and skills.
- **DEVELOP YOUR KNOWLEDGE** – Good parliamentarians are always learning their craft. Invest in your knowledge. Resources are available through Emblem Sales, through parliamentary associations, and online.

## **Resources Available through Emblem Sales at [emblem.legion.org](http://emblem.legion.org):**

1. National Constitution, Bylaws, and Standing Rules (also available on the Auxiliary's website at [www.ALAforVeterans.org](http://www.ALAforVeterans.org))
2. *Robert's Rules of Order, Newly Revised* (also available on the internet at <http://www.robertsrules.com/>)
3. Parliamentary Procedure Booklet

*See the Constitution & Bylaws page at [www.ALAforVeterans.org](http://www.ALAforVeterans.org) for additional resources.*

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## CONSTITUTION OF

(Unit Name)

(District Number, Unit Number)

American Legion Auxiliary  
Department of Ohio, Inc.

(Unit Address)

(Today's Date)

### PREAMBLE

For God and Country, we associate ourselves together for the following purposes; to uphold and defend the Constitution of the United State 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 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 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. *(Mandatory, use exact wording).*

### ARTICLE I

Name

Section 1. The name of this organization shall be (Unit Name) Unit No. ( ) American Legion Auxiliary, Department of Ohio, Inc.

### ARTICLE II

Nature

Section 1. The American Legion Auxiliary is a civilian patriotic service organization of women that supports the mission of The American Legion.

Section 2. The American Legion Auxiliary shall be absolutely non-political 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.

Section 3. The object of (\*Unit Name) Unit No. ( ), American Legion Auxiliary, Department of Ohio, Inc. shall be as stated in the Preamble of the Constitution.

### ARTICLE III

Eligibility

**(Exact wording must be used throughout Article III Eligibility)**

Section 1. Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion (<https://www.legion.org/>), and to the grandmothers, mothers, sisters, spouses, and direct and adopted female descendants 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; and any time after December 7, 1941; or who, being citizens of

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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. Senior membership shall be composed of members eighteen years or older; provided, however, that a wife under the age of eighteen years, who is eligible under Section 1 of this Article shall be classed as a senior member.

- (a) 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.
- (b) Dues of both classes shall be paid annually or for life.

Section 3. Each Unit of the American Legion Auxiliary shall be the 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 and remain a member of the American Legion Auxiliary.

Section 4. A member may belong to only one Unit at the same time.

### ARTICLE IV Unit Officers and Elections

Section 1. The Unit shall elect, at a meeting in May, a President, First Vice-President, Second Vice-President, Secretary and Treasurer for a term of one year. These officers shall be installed immediately following elections or at a meeting held as soon as possible. Officers elect shall not take over the duties of their Unit offices before being installed into the offices to which they have been elected in accordance with provisions for "Installation of Officers" in the current Unit Guidebook. *(Mandatory)*

Section 2. In order to participate in the election of Unit officers, a member shall have paid his/her dues for the current fiscal year within which the election is held. *(Mandatory, use exact wording).*

Section 3. The Unit shall (elect or 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 at least three (3) additional 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 a Unit shall be a member of the Unit he/she is serving. *(Mandatory, use exact wording).*

Section 7. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer".

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## ARTICLE V Amendments

Section 1. This Constitution may be amended by a two-thirds vote of the members present at a regular Unit meeting, provided the entire membership has been notified of the proposed amendments by medium of the press, Unit notice, or \_\_\_\_\_ and also read at the previous meeting. (*Mandatory*)

Section 2. This Constitution shall be automatically amended to conform to the National and Ohio Department Constitution and Bylaws, Standing Rules and Policy Statement of the American Legion Auxiliary. (*Mandatory, use exact wording*).

Section 3. The Constitution and Bylaws committee has the authority to make technical changes for readability.

Section 4. This Constitution shall be reviewed annually by a committee of three or more members appointed by the President. If there are changes to be made an update will be done in a timely manner.

(a) Any Unit Member may submit additions or changes to the Constitution to the committee.

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## BYLAWS

Unit No. \_\_\_\_\_,  
American Legion Auxiliary  
Department of Ohio, Inc.

### ARTICLE I

#### Meetings

Section 1. The regular meetings of this Unit shall be held at (place) on (date). *(Mandatory, use exact wording).*

Section 2. The Annual Meeting of the Unit shall be in May for the purpose of electing officers and receiving annual reports.

Section 3. Special meetings of this Unit may be called by the President; by majority of the Executive Committee; or upon written request of members of the Unit.

Section 4. \_\_\_\_\_ members, one of whom is able to preside, shall constitute a quorum at any meeting of the Unit.

### ARTICLE II

#### Executive Committee

Section 1. The Executive Committee shall be comprised of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, and at least three (3) 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. **This committee shall act during emergencies, such as state and community shutdown, pandemics, etc. until mandated to reopen for business.** 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 (3) of its members. Uniform notice of special meetings shall be given to all members of the Executive Committee.

Section 4. A majority of the members of the Executive Committee shall constitute its quorum.

Section 5. Unexcused absence from \_\_\_\_\_ regular Unit meetings or Executive Committee meetings shall be sufficient cause for removal of an Executive Committee member from office.

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## ARTICLE III Duties of Officers

Section 1. The President shall preside at all Unit regular and special meetings and at meetings of the Unit Executive Committee; appoint members of standing and other special committees except the nominating committee; appoint all officers not otherwise provided for with the approval of the Executive Committee; serve as ex-officio member of all committees except the nominating committee; enforce strict observance of the Constitution and Bylaws; bring to the Unit's attention all pertinent communications; and perform such other duties as custom and parliamentary usage require.

Section 2. The First and Second Vice President in the order named, when called upon, shall assist the President and in her/his absence perform her/his duties and shall succeed her/him in office in case of death, resignation or removal and assume such duties as the Unit determines.

Section 3. The Secretary shall conduct all official Unit correspondence; shall keep a record of proceedings and transactions of all Unit and Executive Committee meetings; shall act as custodian of all books, paper, applications, and records; shall keep a roster of names and address of all the members. The Secretary shall send out such notices as are directed by the President; process correspondence of the Unit; keep on file copies of all correspondence sent and received; and perform other such duties as shall be required by the President. In the event of absence of the President, First and Second Vice President, the Secretary shall call the meeting to order and preside until the Unit members select a temporary chairman.

Section 4. The Treasurer shall receive all money belonging to the Unit and to account for them. He/she shall maintain two separate funds, namely a General and a Poppy Fund. All Poppy donations shall be placed in the Poppy Fund and be used to assist the veteran and his/her children. He/she shall keep an accounting of receipts and expenditures, making reports as requested and have a report for annual audit. He/she shall pay over and deliver promptly to the successor all money, voucher, books and papers belonging to the Unit.

Section 5. The Chaplain shall offer prayer at opening and closing of each meeting and perform such duties as the President or custom may direct.

Section 6. The Historian shall compile pertinent records of all Unit and American Legion Auxiliary activities having historical value.

Section 7. The Sergeant-at-Arms shall preserve order at Unit meetings and perform such duties as the President or custom may direct. He/she may be designated as custodian of Unit colors and other property.

## ARTICLE IV Finance

Section 1. The Annual dues for Senior and Junior membership shall 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 and are listed in the Unit Standing Rules. The annual Department and National per capita and assessments shall be transmitted to the Department.

Section 2. Dues shall be payable annually for the succeeding calendar year or for life. A member failing to pay such annual dues by January thirty-first of that year shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues, after suspension, shall reinstate such member to active

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membership. Any member delinquent to December thirty-first of the year of delinquency shall automatically be dropped from the rolls and may be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member.

Section 3. The Unit shall transmit annually to Department Headquarters money for coverage by the mandatory National Schedule Blanket Position Bond for the loss of money, securities and other property up to the contracted limit, which the Unit sustains through any fraudulent or dishonest act by handling funds.

Section 4. The President shall appoint an Auditing committee of three members who shall audit the books of the Secretary and Treasurer. This report shall be presented for approval at a meeting prior to the installation of new officers.

Section 5. The Unit is required by the IRS to file a 990N e-post card every year. This shall be done after the election of officers and the closing of the books between the months of June and October at [www.epostcard.form990.org](http://www.epostcard.form990.org). IRS Form 8822-B must be filed if there is a change of address or responsible party on the 990N e-post card.

### ARTICLE V

#### Elections

Section 1. Elections shall be by ballot at the annual meeting in May. A plurality vote shall elect. When there is only one candidate, the ballot may be dispensed with and the nominee elected by voice.

Section 2. The Nominating Committee composed of three members shall be elected by the membership at the regular meeting held in (*month*). The Nominating Committee shall present a slate of officers for the ensuing year at the regular meeting held in (*month*).\_\_\_\_\_.

### ARTICLE VI

#### Initiation

Section 1. New members should be initiated singly or in groups in accordance with Initiation Ceremony in the current Unit Guidebook.

### ARTICLE VII

#### Committees

Section 1. The following shall be Standing Committees (any combination): Americanism, Children and Youth, Community Service, Education, Finance, Junior Activities, Legislative, Membership, National Security, Poppy, Public Relations, Veterans Affairs and Rehabilitation. (*Mandatory*)

Section 2. A nominating committee shall be elected for the purpose of presenting a slate of officers to the Unit for the ensuing year. (*Mandatory*)

Section 3. The President shall appoint an Auditing Committee of three (3) members who shall audit the books of the Secretary and Treasurer at the close of each term. This report shall be presented for approval at a regular meeting prior to the installation of new officers. (*Mandatory, use exact wording*).

Section 4. Committees shall report as required.



# Department of Ohio Plan of Action

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## ARTICLE VIII

### Fiscal Year

Section 1. The fiscal year shall extend from \_\_\_\_\_ to \_\_\_\_\_.

## ARTICLE IX

### Discipline

*(Exact wording must be used throughout Article IX Discipline)*

Section 1. For willful violation of the National, State, Unit Constitution or Bylaws or for conduct improper and prejudicial to the welfare of the American Legion Auxiliary or of The American Legion, any member may be expelled from membership or any Unit officer removed from office by two-thirds of the vote at a Unit meeting duly called for that purpose, after the member shall have been given at least fifteen (15) days written notice by the Unit Executive Committee of the charges and a hearing thereon. Either party may have the right of appeal to the Department Executive Committee and their action thereon shall be final. The expense of said appeal shall be borne by the appellant.

Section 2. Neither this Unit in the Department or any member thereof shall circularize any other Unit or member thereof without the consent of the Department Executive Committee.

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

## ARTICLE X

### Parliamentary Authority

Section 1. The Unit shall be governed by the current edition of “Robert’s Rules of Order Newly Revised” on all matters to which they are applicable and not covered by the National, the Department of Ohio and this Unit’s Constitutions and Bylaws, Standing Rules and Policy Statement. *(Mandatory)*

## ARTICLE XI

### Amendments

Section 1. These Bylaws may be amended by a two-thirds vote of the members present at a regular Unit meeting, provided the entire membership has been notified of the proposed amendments by medium of the press, Unit notice, or \_\_\_\_\_ and also read at the previous meeting. *(Mandatory)*

Section 2. These Bylaws shall be automatically amended to conform to the National and Department of Ohio Constitution and Bylaws, Standing Rules and Policy Statement of the American Legion Auxiliary. *(Mandatory)*

Section 3. The Constitution and Bylaws committee has the authority to make technical changes for readability.

Section 4. These Bylaws shall be reviewed annually by a committee of three or more members appointed by the President. If there are changes to be made an update will be done in a timely manner.

- a. Any Unit Member may submit additions or changes to the Bylaws to the committee.

# Department of Ohio Plan of Action

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Date Approved by Vote of Unit Membership: \_\_\_\_\_

Signatures Constitution, Bylaws Committee:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Accepted and Filed at Department Headquarters:

Date: \_\_\_\_\_

Department  
Chairman's Signature: \_\_\_\_\_

Department Chairman's Name Printed \_\_\_\_\_

**Note: This must be attached to each Constitution, Bylaws, or Standing Rules submitted to your Department Chairman for approval.**