

**MCCULLOCH/WAGNER UNIT #109
AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA
CORONA De TUCSON AZ, 85641**

BYLAWS

ARTICLE I- EXECUTIVE COMMITTEE

SECTION 1. Between meetings the government and management of this Unit shall be entrusted to the Executive Committee and all proceedings of this Committee shall be presented to the Unit at the next meeting.

SECTION 2. A vacancy existing in the Executive Committee from any cause other than expiration of a term shall be filled by a majority vote of the Executive Committee present, subject to the approval of the Unit. A person so elected shall hold office for the unexpired term of the member he/she succeeds. Exception being offices listed in Article II Section 2.

SECTION 3. Two thirds of the members of the Executive Committee shall constitute a quorum for the E Board meeting and the general membership meeting.

SECTION 4. The Executive Committee shall meet prior to the regular meeting. Special meetings may be called by order of the President or on written request of at least three members of the Executive Committee; and, except in extreme emergency shall be given at least forty-eight hours in advance. At special meetings only business specified shall be transacted.

ARTICLE II- DUTIES 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 Executive Committee; to enforce strict observance of the Constitution and Bylaws; to appoint members of the Standing Committees; to create such other committees and appoint members thereof as he/she deems 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-Presidents: The First and Second Vice-Presidents in order named shall, when called upon, assist the President and in his/her absence perform her duties, and shall succeed him/her in office in case of death, resignation, or removal.

SECTION 3. Duties of the Secretary: It shall be the duty of the Secretary to record the proceedings and transactions of all meetings of the Unit; to act as custodian of all books, papers and records. To keep a record of names and addresses, showing the source of their eligibility; to conduct the correspondence of the Unit; to send out notices as directed by the President; to keep a file in a comprehensive manner, copies of all correspondence sent and received and perform other duties as shall be required by the President.

SECTION 4. Duties of the Treasurer: It shall be the duty of the Unit Treasurer to receive all money belonging to the Unit and to account for same. He/she shall maintain two separate funds, namely a general and 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 his/her receipts and expenditures, making a monthly report thereon, and such other reports as may be deemed necessary by the Unit Executive Committee. His/her accounts shall be audited annually. He/she shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to his/her successor. All checks shall be signed by two of the following three; President, Secretary or Treasurer and shall be retained as her vouchers. He/she shall further deliver to his/her successor all money, books and papers belonging to the Unit. He/she shall familiarize himself/herself with all applicable due dates and file all required tax forms related to term of office (i.e., IRS Form 990; AZ Form 99) in a timely manner.

SECTION 5. Duties of the Historian: It shall be the duty of the Historian to compile all records of the Unit and to make a report to the Department annually. He/she will be responsible for Scrapbook.

SECTION 6. Duties of the Sergeant-at Arms: It shall be the duty of the Sergeant-at Arms to preserve order at the 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 such other duties as may be prescribed by the President.

SECTION 8. If necessary, the office of the Secretary may be combined with that of Treasurer and called Secretary-Treasurer.

SECTION 9. Upon request of the President, duties of excused officers can be assumed by the Members-at-Large or the Past President.

ARTICLE III - DUES

SECTION 1. The annual membership dues of this Unit shall be an amount determined by the membership and voted upon in a regular meeting. The dues amount shall include Department and National per capita.

SECTION 2. A member failing to pay annual dues by January 31st shall be delinquent and shall be suspended from all membership privileges, provided said member shall be notified in writing by the Secretary. Payment of back dues shall reinstate such member to active membership.

ARTICLE IV - COMMITTEES

SECTION 1. The Unit President shall appoint committees to conform with those of the Department Organization and such others as he/she shall deem advisable, subject to the

ratification of the Unit Executive Committee. The Unit President shall be an ex-officio member of all Committees except the nominating committee.

SECTION 2. The President shall appoint a competent committee of three members, subject to the ratification of the Executive Committee, for the annual audit of the Treasurer's books.

ARTICLE V - MEETINGS

SECTION 1. The Unit shall hold monthly general membership meetings at a time and day determined by the membership.

SECTION 2. The regular May meeting shall be held for the purpose of electing officers and Executive Committee members. A majority of the votes cast shall be necessary to elect.

SECTION 3. Special meetings may be called by the President, by a majority of the Executive Committee, or upon written request of ten members of the Unit. Written notice to be posted to all members prior to the meeting date.

SECTION 4. A quorum shall consist of a minimum of 9 members, with 2/3 of the E board present.

ARTICLE VI - ELECTION

SECTION 1. A nominating committee consisting of three members shall be named in January. They will present a slate of officers at the April meeting. Nominations from the floor will also be taken at the April and May meetings.

SECTION 2. All delegates and alternates to the Department Convention shall be elected at the May meeting. Expenses, as stated in the budget, will be paid for the President, President elect and Outgoing Secretary or their alternates. Expenses as stated in the budget will also be paid for Fall Conference for President and Secretary.

SECTION 3. A President cannot run for more than two consecutive terms.

ARTICLE VII - DISCIPLINE

SECTION 1. For any violation of the Unit, State, or National Constitution, for conduct improper and prejudicial to the welfare of the Auxiliary or the American Legion, any member may be expelled from membership or any office by two-thirds vote at a Unit meeting called for that purpose. Said expulsion or removal to be binding only in the event that said member or officer shall have been given at least fifteen days notice in writing by the Unit Executive Committee of the charges and the 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. Liabilities: No member or group of members shall subject this Unit to liability without consent of the Unit.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

SECTION 1. The Unit organization shall be governed by "Robert's Rules of Order, Revised", on all points not covered by this Constitution and Bylaws.

ARTICLE IX - AMENDMENTS

SECTION 1. The Bylaws may be amended by a two-thirds vote of the members voting at a regular meeting, provided the proposed amendment shall have been read at the previous Unit meeting. Amendments not having been previously read may be adopted by the unanimous vote of the members present.

This Constitution has reviewed as of June 5th, 2023.

President, Danielle Krzysik



Committee Members:

Jessica Bird
Pam Gorecki
Lyn Brown
Lena Johnson

Secretary. Jessica Bird

