

BYLAWS
Dignam-Whitmore
American Legion Auxiliary
Unit 526
Fairborn, Ohio



District 3
Department of Ohio

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ARTICLE I - MEMBERSHIP

Section 1. The annual dues for Senior, Junior & dual membership will be determined by vote of membership upon recommendation of the Unit Executive Board and voted on at a general membership meeting.

- a. These dues shall include the Department and National per capita, and the Department assessments for Veterans Affairs and Rehabilitation and Children and Youth.
- b. The Annual Department and National per capita and assessments shall be transmitted to Department.
- c. If denied membership, the individual may resubmit her application at any time.

Section 2. Membership dues shall be \$30 per year for senior members, \$7 per year for junior members and \$20 for dual members. Dues include National and Department per capita. Senior dues shall include but are not limited to subscriptions for the National and Department publications.

Section 3. Discipline of the officers or members of this Unit shall be defined by the Department Constitution.

Section 4. Dues shall be payable annually for the succeeding calendar year. A member failing to pay such annual dues by January 31 of that year shall be classed as delinquent and shall be suspended from all membership privileges. After a suspension a payment of back dues shall reinstate such member to active membership. Any member delinquent to December 31st of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without vote of the Unit, where the Bylaws of the Unit requires a vote on application for membership, and the payment of all past dues, or by re-establishing eligibility and making application as a new member.

ARTICLE II – UNIT OFFICERS

Section 1. This unit shall elect during its May meeting a President, First Vice President, Second Vice President, Secretary and Treasurer, and two Executive Board Members for a term of one year.

Section 2. Installation of officers shall be at a meeting in June for this purpose in accordance with provisions for "Installation of Officers" in the current Unit Handbook.

Section 3. Officers elect shall not take over the duties of their Unit offices before being installed.

Section 4. The Unit President shall notify the membership in accordance to the Bylaws of the time set for installation.

Section 5. Candidate Criteria

- a. No member shall hold more than one elective office.
- b. Any member in good standing in this Unit who is present at the nomination or election meeting, or who has given her written consent to the Nomination Committee is eligible to seek office
- c. Election shall be by ballot and a majority vote shall elect. When there is but one candidate for office, the ballot may be dispensed with and the nominee elected by voice.
- d. The Unit shall elect delegates and alternates to the Department Convention not less than 30 days prior to convention date.
- e. Any vacancy in an elective office, except those otherwise provided for in these Bylaws, shall be elected at a regular meeting without unreasonable delay.
- f. Advance notice of the elections shall be provided to the membership.
- g. A Unit officer shall be required to sign a Confidentiality Agreement prior to installation.

Section 5. Officers are to transfer all equipment and paperwork on the night of installation or in accordance with prior arrangements.

ARTICLE III – UNIT MEETINGS

Section 1. The General Membership meeting of this Unit shall be on the Third Monday of each month.

Section 2. The Executive Committee meetings of this Unit shall be the first Monday of February, April, August, October and December.

Section 3. There will be no General Membership meeting in June unless called by the Unit President with consent of 5 members.

Section 4. The August Executive Committee meeting will be combined with the Budget meeting.

Section 5. Special meetings of this Unit shall be called by the President, by a majority (5) of the Executive Committee or upon written request of seven (7) members of the Unit. Notice must state the business to be considered and no other business may be transacted without consent of those present.

Section 6. Five (5) days previous notice shall be given of all special meetings of the Unit to members within a twenty-mile radius of the Post Home.

Section 7. Five (5) members, one of whom is qualified to preside, shall constitute a quorum at all meetings.

Section 8. In the event of an emergency, the President has the authority to postpone or cancel the meeting. Members shall be notified of the change.

Section 9. The President may call for a referendum vote via email or phone on any item between Executive Committee meetings.

- a. She must record date, time, name and voting preference.
- b. She shall notify all Executive Committee members.
- c. Members must reply within 24 hours or the vote will be counted as a "no" vote.
- d. She shall provide a written copy of the results of the vote to be attached to the minutes.

Section 10. Any elected officer and/or Executive Committee member who shall be absent from three consecutive meetings without valid excuse shall be given one week's written notice of her delinquency, and unless good and sufficient reasons be given in writing, her office shall be declared vacant and the Unit shall elect a new officer/executive committeeman.

Section 11. The order of business shall be prescribed as included in the Unit Handbook.

ARTICLE IV – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be comprised of the President, First Vice-President, Second Vice-President, Treasurer, Secretary and at least two (2) other members to serve on this committee for one year. This Committee shall act in emergencies between meetings of the Unit and may offer recommendations to be acted upon at the Unit meetings. 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 & ratified at the next General Membership meeting. Advance notice of the elections shall be provided to the membership. 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 of its members. 48 hour notice of special meeting shall be given to all members of the Executive Committee.

Section 4. The Executive Committee shall not incur bills or authorize spending funds totaling more than \$100 without vote of the Unit.

Section 5. All recommendations of the Executive Committee shall be reported to the unit at its next regular meeting for approval.

Section 6. The Executive Committee shall be required to sign a Confidentially Agreement prior to installation.

ARTICLE V – 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 Unit’s Constitution, Bylaws, Standing Rules and Policies & Procedures

ARTICLE VI - AMENDMENTS

Section 1. These Bylaws, or any part thereof, may be amended at the January meeting or at a Unit meeting by a 2/3 vote of the members voting by ballot provided the entire membership has been notified of the reading of a proposed amendment by medium of the press or Unit notice.

Section 2. These Bylaws shall be automatically amended to conform to the National and Department of Ohio Bylaws where applicable.

Section 3. The Constitution and Bylaws Committee has the authority to make technical changes for readability without changing the meaning.

Section 4. Prior to forwarding changes for approval of these Bylaws they must be signed by the Unit Executive Committee & Constitution & Bylaws Chairman. These Bylaws need to be approved by the Department Constitution & Bylaws Chairman. Upon approval, the Unit will provide Department with one copy for file at Department Headquarters.

ARTICLE VII - DISSOLUTION

Section 1. Dissolution shall be as prescribed by the Department and National Bylaws.

ARTICLE VIII – DUTY OF COMPLIANCE

It shall be the duty of this Unit to be in compliance with: all local, state and federal laws; all rules and regulations as have been duly adopted by the delegates of the National Convention or the National Executive Committee or the Ohio Department of the American Legion Auxiliary. Any provision of any governing document of this Unit in conflict with the foregoing authorities shall be void.

HISTORY OF CONSTITUTION AND BYLAWS REVISIONS

Respectfully submitted the 22nd day of January 1934.
Mrs. Anna Hume Mrs. Mabel Regan
Mrs. Peter P. Walsh Mrs. Percy Green
Mrs. Claude Rowan

Revised this 21st day of March 1955.
Mrs. Lloyd Douglass Mrs. Fred Cutter
Mrs. Frank Short, Jr. Mrs. Joseph H. Steele

Revised this 21st day of June 1965.
Mrs. Joseph H. Steele Mrs. Don Duncan, Sr.
Mrs. Gale McKinley

Revised this 7th day of April 1975.
Mrs. Frank Short, Jr. Mrs. Garrett Saunders
Mrs. Harold St. John

Revised this 19th day of June 1978.
Mrs. Floyd L. Reed, Jr. Miss Jacqueline Barr
Mrs. Frank Short, Jr.

Revised this 17th day of January 1983.
Mrs. Floyd L. Reed, Jr. Mrs. Donald Bowen
Mrs. Roger Fischer

Revised this 18th day of September 1986.
Mrs. Floyd L. Reed, Jr. Mrs. Robert Johnson
Mrs. Henry Long

Revised this 18th day of September 1989.
Mrs. Floyd L. Reed, Jr. Mrs. Gale McKinley
Mrs. Harold Shimek

Revised this 5th day of September 1992.
Mrs. Floyd L. Reed, Jr. Mrs. Gale McKinley
Miss Susan M. Masten

Revised this 18th day of September 1995.
Mrs. Floyd L. Reed Jr. Mrs. Gale McKinley
Mrs. Harold Shimek

Revised this 17th day of September 1997.
Mrs. Donald L. Bowen Mrs. Gale McKinley
Mrs. Danny Hall

Revised this 15th day of September 1999.
Mrs. Donald L. Bowen Miss Susan M. Masten
Miss Ellen Slone

Revised this 7th day of April 2008.
Miss Susan Masten Mrs. Donald Bowen
Mrs. Joann Trefethen

Revised this 14th day of April 1949.
Mrs. C. E. Corbett Mrs. Paul Taggart
Mrs. Frank Short, Sr. Mrs. Laura Brown
Mrs. Joseph H. Steele

Revised this 15th day of August 1960.
Mrs. John W. Groth Miss Florence Douglass
Mrs. Gale McKinley

Revised this 17th day of September 1973.
Mrs. Floyd L. Reed, Jr. Mrs. Frank Short, Jr.
Mrs. Joseph H. Steele Mrs. Loyal Barron
Mrs. Gale McKinley

Revised this 10th day of April 1978.
Mrs. Floyd L. Reed, Jr. Miss Jacqueline Barr
Mrs. Frank Short, Jr.

Revised this 2nd day of March 1981.
Mrs. Floyd L. Reed, Jr. Mrs. Robert J. Bilger
Mrs. Frank Short, Jr. Mrs. Gale McKinley

Revised this 19th day of September 1983.
Mrs. Floyd L. Reed, Jr. Mrs. Brian Wygle
Mrs. Robert Johnson

Revised this 21st day of September 1987.
Mrs. Gale McKinley Mrs. Floyd L. Reed, Jr.
Mrs. Donald Bowen

Revised this 16th day of September 1991.
Mrs. Floyd L. Reed, Jr. Mrs. Gale McKinley
Miss Susan M. Masten

Revised this 20th day of September 1993.
Mrs. Floyd L. Reed, Jr. Mrs. Gale McKinley
Mrs. Harold Shimek

Revised this 16th day of September 1996.
Mrs. Floyd L. Reed Jr.

Revised this 21st day of September 1998.
Mrs. Donald L. Bowen Miss Susan M. Masten
Mrs. Al Burlingame

Revised this 15th day of January 2001.
Miss Susan M. Masten Mrs. Joann Trefethen

Revised this 2nd day of December 2008.
Miss Susan Masten Mrs. Donald Bowen
Mrs. Joann Trefethen

HISTORY OF CONSTITUTION AND BYLAWS REVISIONS (continued)

Revised this 19th day of January 2009.
Miss Susan Masten Mrs. Donald Bowen
Mrs. Joann Trefethen

Revised this 15th day of March 2010.
Miss Susan Masten Mrs. Pamela Bates
Mrs. Joann Trefethen

Revised this 21st day of January 2013
Mrs. Pamela Bates Miss Susan Masten
Approved by the General Membership on
said date