

**Lorton Unit No. 162
American Legion Auxiliary
Department of Virginia
CONSTITUTION**

ARTICLE I

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 a one hundred percent Americanism; to preserve the memories and incidents of our associations during the Great 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.

Section 1. The name of this organization shall be the American Legion Auxiliary, Lorton Unit 162, Department of Virginia.

**ARTICLE II
NATURE**

Section 1. The American Legion Auxiliary is a civilian organization of women.

Section 2. The American Legion Auxiliary shall be absolutely 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 III
OBJECTIVE

Section 1. The objective of The American Legion Auxiliary Lorton Unit 162, Department of Virginia, shall be as stated in the Preamble to the Constitution of The American Legion Auxiliary.

ARTICLE IV
ELIGIBILITY

Section 1. Membership in The American Legion Auxiliary shall be limited to the mothers, wives, daughters, sisters, grandmothers, and granddaughters and great granddaughters of a member of The American Legion, and to the mothers, wives, daughters, sisters, grandmothers, and granddaughters and great granddaughters of all men and women who were in the Armed Forces of the United States during the periods as designated by the National organization, or who, being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any the governments associated with the United States during either of said World Wars or hostilities and died in the line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion. Step relatives are also eligible.

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 eighteen and over the age of eighteen years. However, a wife under the age of eighteen years, who is eligible under section 1 of this article IV, 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 active membership with full privileges.**
- (c) Dues of both classes shall be paid annually or for life.**

ARTICLE V
POWERS

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

ARTICLE VI
OFFICERS AND ELECTIONS

Section 1. The officers shall be President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, and Sergeant-at-Arms. Said officers shall be elected at the May meeting who shall serve until their successors are duly elected or as otherwise provided, and installed prior to the Department Convention.

Section 2. There cannot be any condition precedent attached to the right to aspire to and hold office. Once a member has been accepted for membership, that individual becomes a member in good standing with all the rights and privileges concomitant with that membership, not the least of which is the right to aspire to and hold office.

ARTICLE VII
EXECUTIVE COMMITTEE

Section 1. There shall be a Unit Executive Committee which shall consist of the Unit officers, Parliamentarian and the chairperson of the Americanism, Children & Youth, Community Service, Girls State, National Security, Veterans Affairs & Rehabilitation, and Ways and Means Committees.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

Section 1. **The Unit organization shall be governed by the current edition of “Robert’s Rules of Order Newly Revised” on all points not covered by this Constitution.**

ARTICLE IX
AMENDMENTS

Section 1. **This Constitution may be amended by two-thirds vote of the members present and voting at a regular Unit meeting, provided the proposed amendments shall have been read at the Unit’s previous membership meeting or thirty day uniform notice written or email shall have been sent to each member of the Unit.**

Section 2. **Amendments not having been previously read may be adopted by a majority vote of the entire membership.**

Section 3. **This Constitution shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.**

Section 4. **Amendments to this Constitution shall become effective upon adjournment of the meeting at which they are adopted unless there is a proviso.**

Revised: - March 2012

**Lorton Unit No. 162
American Legion Auxiliary
Department of Virginia
BYLAWS**

**ARTICLE I
MEETINGS**

Section 1. Meetings shall be held on the first Wednesday of the month.

Section 2. There shall be nine regular monthly meetings during the year.

Section 3. Special meetings for a specific purpose may be called at the discretion of the President, or by a majority of the Executive Committee.

Section 4. A quorum shall consist of seven members.

**ARTICLE II
EXECUTIVE COMMITTEE**

Section 1. Between meetings, the government and management of this Unit shall be entrusted to the Executive Committee, and all proceedings of said committee shall be presented to the Unit at the next regular meeting for ratification.

Section 2. Five members of the Executive Committee shall constitute a quorum.

Section 3. The Executive Committee shall meet by order of the President or on written request of at least three members of the Executive Committee.

ARTICLE III
MEMBERSHIP DUES AND APPLICATIONS

Section 1. The annual membership dues of the Unit shall be \$20.00 for senior members and \$5.00 for junior members. In 2013 the membership dues shall increase to \$25.00 for senior members and \$10.00 for junior members. This shall include the Department, National, and District per capita, and shall be paid annually. The first year's membership for newborn eligible junior members shall be paid by the Unit and be known as "Cradle roll Membership."

Section 2. A member failing to pay such annual dues by January 31st shall be classified as delinquent. Any member delinquent to December 31st 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 an application as a new member.

Section 3. Completed application for new members shall be presented to the membership chairperson to be certified by the Post Adjutant and then presented at the next regular meeting at which time they shall be voted upon. In the event the application is from a woman veteran, certification may be made by the Unit Secretary. Application for transfers shall be processed in the same manner as new members.

Section 4. Acceptance of new members and transferees shall be by voice vote unless a ballot vote is adopted prior to voting. Acceptance shall be two-thirds vote of the members present and voting. The Ballots shall be ordered to be destroyed at the conclusion of the balloting by vote of the membership.

ARTICLE IV
ELECTIONS

Section 1. The President shall appoint a Nominating Committee at the February meeting who shall present a slate of candidates at the March meeting.

Section 2. Nominations for all offices may be made from the floor at the April meeting with the prior acceptance of the nominee. Voting

will take place at the April meeting. The month of May will be used as a training/orientation for all incoming officers.

Section 3. Elections shall be by ballot when there is more than one candidate for the office and a majority of the votes cast shall be necessary to elect.

Section 4. Delegates and alternatives to the District and Department Convention shall be elected at the May meeting. The incoming and outgoing Presidents shall automatically be delegates to the Department and District Conventions. The outgoing President shall be chairperson of the delegation.

Section 5. The registration fee for the delegates shall be paid by the Unit in accordance with the Department requirements.

ARTICLE V **DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings of the Unit and Executive Committee; require strict observance of the Constitution and Bylaws and the regulations established by the Department and National organizations; appoint a Parliamentarian, chairpersons to all standing committees and such special committees as may be necessary; and perform all other duties as parliamentary custom dictates.

Section 2. The First Vice President and the Second Vice President in the named order, shall, when called upon, assist the President and, in her absence, perform her duties, and shall succeed her in office in case of death, resignation or removal. The First Vice President shall be the Unit Membership Chairperson; she shall prepare transmittals to the Department Secretary-Treasurer and issue annual membership cards to members. The Second Vice President shall be the Children and Youth Chairperson.

Section 3. The Secretary shall record the proceedings of the Unit and of the Executive Committee meetings; care for the archives of the Unit; keep a record of the names and addresses of the members

showing source of their eligibility; answer all official correspondence under the direction of the President; and send or give due notice of all meetings.

Section 4. The Treasurer shall handle all of the funds of the Unit; make financial statements regularly to the Unit; and keep accurate records of all money received and disbursed.

Section 5. The Historian shall compile the historical records of the Unit.

Section 6. The Chaplain shall offer prayer at the beginning and end of the meeting; she shall send appropriate greetings or messages to Unit members when they are ill. In the event a member is hospitalized, the Chaplain shall send flowers or such suitable gift not to exceed \$30.00 once during each Auxiliary year for each member. The Chaplain shall also be responsible for sending floral arrangements in the event of the death of a member, or the husband, child, parent, brother, or sister of the member, the cost should not exceed \$50.00. In lieu of flowers, a donation may be made to a charitable organization in memory of the deceased. The Chaplain shall perform such other duties as her office may require.

Section 7. The Sergeant-at-Arms shall receive all visitors, take their names, Unit numbers, etc., and pass the information to the President for introduction to the members; escort all guests to the President upon request; preserve order at all meetings; and perform such other duties as may be assigned.

ARTICLE VI **COMMITTEES**

Section 1. The Unit President upon taking office each year shall appoint the following committee chairperson: Americanism, Community Service, Veterans Affairs & Rehabilitation and such others as called for to conduct the programs of the American Legion Auxiliary, the duties of which are outlined in the Unit Handbook.

Section 2. The President shall appoint a Ways and Means Chairperson. The Ways and Means Planning Committee shall be

composed of the following Unit chairperson: Americanism, Children and Youth, Community Service, Veterans Affairs & Rehabilitation, and Girls State.

ARTICLE VII **WELFARE WORK**

Section 1. All child welfare work shall be under the direct supervision of the Children & Youth chairperson and all veterans' welfare work shall be under the direct supervision of the Veterans Affairs and Rehabilitation Chairperson, with one or more members serving as a committee as may seem advisable by the Unit.

Section 2. In emergency cases, prompt relief to the extent of \$50.00 may be given with the knowledge and consent of the President and either the Veterans Affairs and Rehabilitation Chairperson or the Children & Youth Chairperson. Such emergency assistance shall be extended only to Post or Auxiliary members in good standing for a period of at least three years.

Section 3. All other cases shall be investigated by the Children & Youth Chairperson or the Veterans Affairs and Rehabilitation Chairperson, as appropriate for her committee and a full report given at the next regular meeting.

Section 4. Financial assistance shall be available to a Post or Auxiliary member only once in a three year period. All financial assistance shall be in the form of housing payment, utilities, or a food voucher. No cash payment shall be made.

ARTICLE VIII **FINANCE**

Section 1. The fiscal year of the Unit shall be the same as that of the Department.

Section 2. No member or group of the members shall subject this Unit to liability without authorization of the Unit, except as stated elsewhere in the Bylaws.

Section 3. The Treasurer, Secretary, or the President of this Unit shall have authority to issue checks covering Unit expenditures.

Section 4. The Treasurer shall pay all citations as required by the Department citation requirements, including the bonding of all Unit members under the National Bonding procedure.

Section 5. The Treasurer shall pay the District dues as required by the District Constitution and Bylaws.

Section 6. The Unit Secretary shall be given an operating fund of \$50.00 at the beginning of each year to cover postage and office expenses; additional funds to be provided as needed.

Section 7. The Ways and Means Chairperson shall be given an operating fund, such amount to be determined by vote of the Unit annually.

Section 8. The books shall be audited each year before the installation of new officers or if there is a change in Treasurers during the current year.

Section 9. In the event of an extended absence of either the Secretary or Treasurer, the books and records of the Unit shall be left in the care of the Unit President.

ARTICLE IX **FLAG AND BANNER**

Section 1. The Unit Auxiliary Banner and the American Flag being the property of the Unit are to be used solely by the American Legion Auxiliary.

ARTICLE X **AMENDMENTS**

Section 1. These Bylaws may be amended by two-thirds vote of the members present and voting at a regular Unit meeting, provided the proposed amendments shall have been read at the Unit's previous

membership meeting or thirty day uniform notice written or email shall have been sent to each member of the Unit.

Section 2. Amendments not having been previously read may be adopted by a majority vote of the entire membership.

Section 3. This Constitution shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

Section 4. Amendments to this Constitution shall become effective upon adjournment of the meeting at which they are adopted unless there is a proviso.

ARTICLE XI
PARLIMENTARY AUTHORITY

Section 1. The Unit organization shall be governed by the current edition of “Roberts’ Rules of Order Newly Revised,” on all points not covered by these Bylaws.

Revised: - March, 2012

**Lorton Unit No. 162
American Legion Auxiliary
Department of Virginia**

STANDING RULES

- 1) The Incoming President shall appoint a committee to prepare a proposed budget for the ensuing year to be presented at the September meeting for approval by the membership.**
- 2) Each committee chairperson shall be responsible for the preparation and mailing of all correspondence including checks related to her specific program.**
- 3) The cost of a gift presented to a speaker invited by a chairperson shall be the responsibility of the chairperson.**
- 4) A gift from the Unit shall be presented to the District and Department President upon their official visit to the Unit, not to exceed \$15.00 each.**
- 5) In the event the Unit hosts an annual District meeting and luncheon is served, luncheon shall be provided to the District President, Department President, and Zone Vice President. The cost will be assumed by the Unit.**
- 6) The outgoing Unit President's name plate shall be ordered by the Secretary and paid for by the Unit's Treasurer at the end of the year. In the event the Unit President has had a previous plate, her current year(s) of service shall be added to the old plate.**
- 7) Auxiliary funds to be expended on the children's Christmas party shall not exceed \$250.00 and \$150.00 on Easter Party.**
- 8) ALA Unit 162 Lorton, VA shall file the 990-N postcard annually. Each ALA Unit is required to file a form 990-N with the IRS to keep its**

tax-exempt status. These forms must be submitted by the 15th day of the 5th month of the end of its tax year and cover the preceding fiscal year.

Example: Fiscal year ends December 31st, file by May 15th.

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| Revised and amended | - March, 1980 |
| Revised | - February, 1983 |
| Revised and amended | - April, 1990 |
| Revised and amended | - June, 1991 |
| Revised and amended | - November, 1992 |
| Revised and amended | - May, 1996 |
| Revised and amended | - February, 2012 |
| Revised and amended | -March, 2012 |
| Revised and amended | -February, 2016 |