



Tellico Lake American Legion Auxiliary Unit 256

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 appropriate proceedings of said committee shall be presented to the Unit at the next meeting for approval.

Section 2. A vacancy existing in the Executive Committee from any cause other than the end 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 succeeded.

Section 3. Three members of the Executive Committee shall constitute a quorum.

Section 4. Special meetings may be called by order of the president or on written request of at least three members of the Executive Committee. Uniform notice of such special meeting shall be given to all members of the Executive Committee; and, except in extreme emergency, shall be given at least 48 hours in advance. At special meetings, only the business specified in advance shall be transacted.

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 bylaws; to appoint members of the standing committees; to create such other committees and appoint members as the president considers advisable; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for.

Section 2. Duties of the Vice President: The vice president shall assist the president when called upon and, in the absence of the president, perform the duties and shall succeed to the office in case of death, resignation, or removal. The vice president is given the responsibility with the president for complete development of the unit program. The vice president should be prepared to preside at meetings in the absence of the president.

Section 3. Duties of the Secretary: It shall be the duty of the secretary to record the minutes of all the meetings of the Unit and Executive Committee; to act as custodian of all books, papers, and records; to keep a record of names and addresses of the

members, showing the source of their eligibility; to send out such notices as are directed by the president; to process the correspondence of the Unit; to keep on file in a comprehensive manner copies of all the correspondence sent and received; and perform such 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 them. The treasurer shall keep two separate funds: a general fund and a poppy fund. All poppy donations shall be placed in the poppy fund and be used only to help veterans or active-duty military and their families following the poppy guidelines of the national organization. The treasurer shall keep all receipts and account for expenditures in a monthly report and such other reports as may be considered necessary by the Unit Executive Committee. Unit accounts shall be audited annually. All current bills shall be paid before transferring all funds, books, and papers belonging to the Unit to the treasurer's successor.

Section 5. Duties of the Chaplain: It shall be the duty of the chaplain to offer prayer at the opening and closing of each meeting, to send sympathy/get well cards as appropriate, and to perform such other duties as the president may direct.

Section 6. Duties of the Historian: It shall be the duty of the Unit historian to compile historical records of the Unit and to make a report to the Department.

Section 7. 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, to advance and retire the unit colors and to maintain their proper care and to perform such other duties as may be requested by the president.

Section 8. Where considered necessary, a recording secretary and a corresponding secretary may be elected to carry out the duties normally performed by the secretary.

Article III - Dues

Section 1. The annual membership dues of this Unit shall be as stated in the standing rules, paid annually or for life, and shall include the Department and national per capita.

Section 2. A member not paying annual dues, including the Unit, Department, and national assessments by Jan. 31, shall be classified as delinquent, and shall be suspended from membership privileges. A member considered delinquent for not paying dues by December 31 of the current membership year shall be classified as expired. Such expired member may rejoin as an active member under the member's original join date without interruption of continuous years of membership, and membership privileges reinstated, by payment of all past dues. A member considered expired for not paying dues by December 31 of the current membership year may rejoin, with a new join date, at any time in the future by re-establishing eligibility and making application as a new member.

Article IV - Unit Meetings

Section 1. Regular meetings of the Auxiliary Unit shall be held at a time and place as specified in the standing rules.

Section 2. An annual meeting of this Unit shall be held in the month of May each year beginning in 2025 for the purpose of electing officers and receiving annual reports.

Section 3. Special meetings of this Unit may be called by the President or Vice President.

Article V - Election

Section 1. Election may be by voice vote if there is only one candidate; but where there is more than one candidate for the same office, election shall be by ballot and the majority of votes cast shall be necessary to elect.

Section 2. Delegates and alternates to a Department convention shall be elected at a Unit meeting not less than two weeks prior to the convention. Alternates shall have priority in the order of their election.

Section 3. All officers and executive board members shall serve for one term or until their successors are elected, not to exceed three terms.

Article VI – Delegates to Department Convention

Section 1. The delegates and alternates to a Department Convention shall be elected at a Unit meeting not less than four (4) weeks prior to the Convention. Alternates shall have priority in the order of their election.

Section 2. Each Unit shall be entitled to five (5) delegates and one (1) additional delegate for each twenty-five (25) members or fraction thereof, whose dues shall have been received by the Department four (4) weeks prior to the meeting of the Convention for which they are elected. An equal number of alternates may be elected.

Section 3. Each Unit shall pay to the Department ten dollars (\$10.00) for each delegate to which it is entitled as prescribed under Article IV, Section 2 and Section 3, whether such delegate is in attendance at the Department Convention or not.

Section 4. Each delegate shall be entitled to one (1) vote. The vote of any certified delegate absent or not represented by an alternate shall be cast by a majority of the delegates present from her Unit, each voting its' full strength. No Unit unrepresented may cast a proxy vote.

Article VII - Transfers

A member who is not subject to suspension or membership revocation under due

process is eligible to transfer membership to another Unit if they have paid their membership dues to their current Unit for either the current year or immediate past membership year. A member transferring to a new Unit must pay current year dues to either their current Unit or the Unit into which they wish to transfer.

Transfer is final upon verification of eligibility, evidence of paid membership, and acceptance of the transferee by the new Unit.

Evidence of paid membership:

1. American Legion Auxiliary membership card
2. Verification of membership by ALA department or National Headquarters membership records
3. Other documentation verifying payment of current or immediate past year membership dues, such as a canceled check or receipt; or
4. When verifying documentation is not available, a sworn statement that the member's membership dues payment was tendered.

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 and bylaws.

Article IX - Amendments

Section 1. These bylaws may be amended by a two-thirds vote of the members present at a regular Unit meeting if the proposed amendments have been read at the previous Unit meeting or have been distributed electronically.

Section 2. These bylaws shall be automatically amended to conform to the National and Department Constitutions and Bylaws and Standing rules of the American Legion Auxiliary.