



THE AMERICAN LEGION AUXILIARY
UNIT 178, MURRELLS INLET,
DEPARTMENT OF SOUTH CAROLINA



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 association during 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.

CONSTITUTION

ARTICLE I
NAME

Section 1. The name of this organization shall be American Legion Auxiliary, Unit 178, Murrells Inlet, Department of South Carolina.

ARTICLE II
NATURE

Section 1: The American Legion Auxiliary, Unit 178, Murrells Inlet, Department of South Carolina is a civilian organization of members that supports the mission of The American Legion.

Section 2: The American Legion Auxiliary, Unit 178, Murrells Inlet shall be absolutely non-political and non-sectarian and shall not be used for the dissemination of partisan principles or for the promotion of candidacy of any person seeking public office or preferment.

ARTICLE III
ELIGIBILITY

Section 1: Membership in the American Legion Auxiliary shall be limited to:

(1) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants

(2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917, to November 11, 1918 and any time after December 7, 1941 who, being a citizen of 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 either eligibility periods and died in the line of duty or after honorable discharge;

(3) 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 over the age of eighteen (18) and older; provided, however, a member is eligible under Section 1 of this article, who is under the age of eighteen (18) years and married shall be classed as Senior Member.

Section 3: Junior membership shall consist of that group under the age of eighteen (18) years, whose activities shall be supervised by the Senior Membership. Upon reaching the age of eighteen (18) years, Junior members shall automatically be admitted to Senior Membership with full privileges.

Section 4: Dues for both classes shall be paid annually or for life.

ARTICLE IV **UNIT OFFICERS**

Section 1: The Unit shall elect annually the following officers: President, First Vice-President, Second Vice-President, Unit Chaplain, Unit Historian, Treasurer, Recording Secretary First Sergeant-at Arms. These officers shall serve until their successors are duly installed or as otherwise provided.

Section 2: In case of vacancy in the office of President, the First Vice-President will automatically become President for the unexpired term and shall assume the duties and authority of the Office. The Second Vice-President automatically becomes First Vice-President for the unexpired term.

Section 3: All questions affecting the eligibility, election, and conduct of a Unit Officer shall be referred to the Unit Executive Committee where a decision by two-thirds (2/3) vote in said committee shall be the final authority thereon.

ARTICLE V **UNIT EXECUTIVE COMMITTEE**

Section 1: The Unit Executive Committee shall consist of all elected officers and six (6) members-at-large. The six members-at-large will be elected annually at the May meeting and shall serve one term until their successors are duly installed.

Section 2: Between Unit meetings, the Unit Executive Committee shall serve as the governing body of the Unit with fiduciary, policy and strategic responsibility for the organization.

Section 3: One-third (1/3) of the voting members of the Unit Executive Committee shall constitute a quorum.

Section 4: Unit Executive Committee meetings shall be quarterly beginning in June of each year on the third Tuesday of the scheduled month unless otherwise called by the Unit President or three members of the Executive Committee.

ARTICLE VI **AMENDMENTS**

Section 1: This constitution may be amended by a two-thirds vote of the members present at a regular unit meeting, providing the proposed amendments shall have been read at the previous meeting.

Section 2: This constitution shall be automatically amended to conform to the national and department constitution and bylaws and standing rules of the American Legion Auxiliary.

Approved by members at regular unit meeting and in effect on April 20, 2021.



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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 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 expiration of a term shall be filled by a majority vote of the entire committee. A person so elected shall hold office the unexpired term of the member he/she succeeds.

Section 3: One-third of the 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, notice shall be given at least forty-eight (48) hours in advance. At special meetings only, business specified shall be transacted.

ARTICLE II DUTIES AND POWERS OF OFFICERS

Section 1: Duties of 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 require; and to appoint all officers not otherwise provided for.

Section 2: Duties of First Vice-President: It shall be the duty of the First Vice-President, when called upon, to assist the President, and, in her absence, perform her duties, and shall succeed her in office in case of death, resignation, or removal.

Section 3: Duties of Second Vice-President: It shall be the duty of the Second Vice-President when called upon to assist the president. He/she shall assume the office of First Vice-President, if for any reason the First Vice-President is unable to serve the

Unit. In the event the Second Vice-President assumes the office of First Vice-President, the executive committee shall appoint a replacement to serve out her term. It shall be the duty of the Second Vice-President to oversee and arrange for special events of Unit 178.

Section 4: Duties of the Secretary: It shall be the duty of the secretary to record all proceedings and transactions of all meetings and executive committee meetings of the unit. All meeting minutes are to be presented at each unit meeting and executive committee meeting for approval; the secretary shall 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 notices as are directed by the president; to process the correspondence of the unit; to keep on file a comprehensive manner copies of all the correspondence sent and received; and perform such other duties as shall be required by the president.

Section 5: Duties of Treasurer: It shall be the duty of the unit treasurer to receive all money belonging to the unit and to account for them. He/she shall maintain three separate funds, namely a general, a poppy and AEF Fund. All poppy donations shall be placed in the poppy fund to be used to assist the veteran or active military and their families. The Treasurer shall keep an accounting of her receipts and expenditures, making a monthly report thereon, and such other reports as may be deemed to be necessary by the Unit Executive Committee. Her accounts shall be audited annually. The Treasurer shall pay current bills before transferring all funds, books, and papers belonging to the Unit to her successor.

Section 6: Duties of Chaplain: It shall be the duty of the Chaplain to offer prayer at the opening and closing of each meeting, and to perform such other duties as the president may direct.

Section 7: Duties of 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 8: Duties of Sergeant-at-Arms: It shall be the duty of the sergeant-at-arms to preserve order at the meetings of the unit and to perform such other duties as may be requested by the President.

Section 9: The office of secretary may be combined with that of treasurer and called secretary/treasurer if needed.

Section 10: A membership chair shall be appointed annually at the June meeting and approved by the Executive Committee and Unit members.

ARTICLE III DUES

Section 1: The annual membership dues of this shall be according to Standing Rule Number Nine (9), paid annually or for life, shall include Department and National per capita.

Section 2: A member failing to pay annual dues, including the unit, state, and national assessments, by January 31st, shall be classified as delinquent and shall be suspended from all membership privileges. Payment of back dues, after suspension, 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 be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member.

ARTICLE IV UNIT MEETINGS

Section 1: Regular meetings of this Unit shall be held on the Third (3rd) Tuesday every month unless otherwise specified and shall be called to order at 6:00pm.

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

Section 3: Special meetings of this unit may be called by the president or at least three members of the executive committee, or upon written request of members of the unit.

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 in March. Alternates shall have priority in the order of their election.

Section 3: All officers and executive committee members shall be elected and installed annually at the May meeting.

ARTICLE VI COMMITTEES

Section 1: Pursuant to the Article of Duties of Officers, the President may appoint committees as he/she deems advisable to further the mission of the organization,

subject to ratification by the elected officers of the Executive Committee. When a vacancy occurs on a committee, the President shall appoint a member to serve the remainder of the unexpired term, subject to confirmation by the Unit Executive Committee.

Section 2: There shall be the following Standing Committees of Unit 178: Americanism, Audit, Auxiliary Emergency Fund, Child Welfare, Children and Youth, Community Service, Constitution and Bylaws, Education, Finance, Girls State, Leadership, Legislative, Membership, National Security, Poppy, Public Relations, and Veterans Affairs & Rehabilitation (VA&R) and Juniors. Chairman of standing committees shall serve a term of one year. Chairman of the Standing Committees shall follow as nearly as possible National American Legion Auxiliary's Plans of Actions for Units. Each chairman shall report to the members at each unit meeting and report to Department Chairman in December and May of each year.

Section 3: Amendments to the composition, terms, or purpose of such committees may be determined only by a two-thirds vote of members at a regular meeting.

ARTICLE VII **TRANSFERS**

Section 1: Transfer of membership from one unit to another shall be upon application of the member to, and acceptance by Unit 178 in conformity with national and department constitution and bylaws.

ARTICLE VIII **DISCIPLINE**

Section 1: For any violation of the unit, department or national constitutions, or for conduct improper and prejudicial to the welfare of the Auxiliary or of The American Legion, any member may be expelled from membership or any officer removed from office by two-thirds vote at a unit meeting duly called for that purpose, said expulsion or removal to be binding only in the event said member or officer shall have been given fifteen (15) days' notice in writing by the unit secretary of the charges and the hearing thereon. The action thereon shall be final.

Section 2: Liabilities: No member or group of members shall subject this unit to liability without authorization of the unit.

ARTICLE IX **PARLIAMENTARY AUTHORITY**

Section 1: The organization shall be governed by the current edition of "Roberts Rules of Order, Newly Revised" and South Carolina Non-profit Laws on all points not covered by this constitution and bylaws.

ARTICLE X
AMENDMENTS

Section 1: These bylaws may be amended by a two-thirds (2/3) vote of the members present at a regular unit meeting, provided the proposed amendments shall have been read at the previous unit meeting.

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.

As approved and in effect by the membership meeting on April 20, 2021.