



American Legion Auxiliary

South Houston

Unit 490

Constitution, By-Laws & Standing Rules

2018

Constitution

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 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.

Article I - Name

The name of this organization shall be American Legion Auxiliary South Houston Unit 490, Department of Texas.

Article II - Nature

- Section 1. The American Legion Auxiliary is a civilian patriotic service organization of women that supports the mission of The American Legion.
- Section 2. The American Legion Auxiliary shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

Article III - Eligibility

- Section 1. Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of members of The American Legion, and to the grandmothers, mothers, sisters, wives, and adopted female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990 to the date of cessation of hostilities as determined by the government of the United States, all dates inclusive, 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 of the governments associated with the United States during any of said periods 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.

- Section 2. There shall be two classes of membership, Senior and Junior.
- a) Senior membership shall be composed of members age eighteen (18) and older; provided, however, a member eligible under Section 1 of this article and who is under the age of eighteen (18) years and married shall be classified 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 Senior membership with full privileges.
 - c) Dues of both classes shall be paid annually or for life.

Article IV - Unit Officers

The Unit shall elect annually a President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, and three (3) Members-at-Large who shall serve until their successors are dully installed or as otherwise provided. All shall be Senior members in good standing within their Unit. The offices of Secretary and Treasurer may be combined and called Secretary/Treasurer.

Article V - Executive Committee

- Section 1. There shall be an Executive Committee which shall consist of the Officers and three (3) additional Members-at-Large elected by the Unit. Between Unit meetings, the Executive Committee shall serve as the governing body of the Unit with fiduciary, policy, and strategic responsibility of the Unit.
- Section 2. The immediate past Unit President may be a member of the Executive Committee with voice but no vote.
- Section 3. The Unit President and First Vice President shall serve as Chairman and Vice Chairman of the Unit Executive Committee respectively.

Article VI - Amendments

- Section 1. This Constitution may be amended by a two-thirds vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at a previous meeting.
- Section 2. Amendments not having been previously read may be adopted by the unanimous vote of the members present.
- Section 3. This Constitution shall be automatically amended to conform to the National and Department Constitution.

BY-LAWS

Article I - Unit Organization

- Section 1. Units of the American Legion Auxiliary are separate entities that operate independently as affiliates of the Department Organization. A Unit shall be governed by their own Unit Constitution, Bylaws and Standing Rules, which shall not be in conflict with the Department or National Constitution, Bylaws and Standing Rules.
- Section 2. The qualifications and process for establishing and existing as a Unit in good standing shall be as provided in the Unit Standing Rules.
- Section 3. The Unit shall be responsible for verifying eligibility and deciding its own membership, subject to the restrictions of the national governing documents. No person who is a member of an organization which has for its aim the overthrow of the United States Government or who subscribes to the principles of any group opposed to our form of government shall be eligible to become or remain a member of the American Legion Auxiliary.
- Section 4. The Unit shall be required to adopt a Unit Constitution, Bylaws and Standing Rules. These documents are to be reviewed annually by the Unit and all changes approved by the Department Constitution and Bylaws Committee prior to their becoming effective. Thereafter, one approved copy shall be filed in Department Headquarters.

Article II – Election of Officers

- Section 1. An annual meeting of the Unit shall be held each year with the purpose of electing Officers. The election of the following officers shall be by secret ballot after nomination from the floor: President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, and three (3) members-at-large. Elections shall be by ballot unless there is only one candidate for an office when a voice vote may be used. A majority of the votes cast shall be necessary to elect. See Local Standing Rules for Additional Policies on Election of Officers.
- Section 2. All Unit Officers, members of the Unit Executive Committee and Unit Activity Committees shall be in good standing in their local Unit.

Article III – 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 the Unit Executive Committee; to enforce strict observance of the Constitution, Bylaws and Standing Rules; to appoint members of the Standing Committees; to create such other committees and appoint members thereof as she deems advisable, including a Parliamentarian; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for. She shall serve as ex-officio member of all

committees, with the exception of the Nominating Committee; and shall perform such other duties as are usually incident to the office.

- Section 2. **Duties of the Vice Presidents**: The First and Second Vice Presidents in the order named shall, when called upon, assist the President and in her absence perform her duties and succeed her in office in case of death, resignation or removal for the unexpired term. Additional duties of the Vice Presidents may be found in the Standing Rules.
- 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, with the exception of membership; to send out such notices as are directed by the President; to conduct the correspondence of the Unit; to keep on file in a comprehensive manner copies of correspondence sent and received; and to 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 and account for all monies belonging to the Unit; and to handle each fund set up in the Unit in such a manner as may be approved for auditing purposes. She shall pay all obligations of the Unit by check. The signatures of the Unit President, First Vice President and Treasurer shall be on file at the financial Institution on record for the Unit. Two signatures shall be required on every paper check issued by the Unit. She shall maintain a minimum of two separate funds, namely a general and a rehabilitation fund. All poppy donations shall be placed in the rehabilitation fund and be used to assist the veteran and his/her children. She shall keep an accounting of her receipts and expenditures and make reports as may be deemed necessary by the Unit Executive Committee. Her accounts shall be audited, at a minimum, annually. She shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to her successor. The Treasurer shall be bonded in an amount sufficient to cover revenues.
- 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 and send cards to members and the member's immediate family when hospitalized or when a death occurs in a Unit member's immediate family. (The definition of immediate family may be found in the Standing Rules.) She shall be responsible for memorial services and to perform other duties as the President may direct. Additional duties of the Chaplain may be found in the Standing Rules.
- Section 6. **Duties of the Historian**: It shall be the duty of the Historian to compile a written history of the Unit and to make an annual report to the Department Historian. Additional duties of the Historian may be found in the Standing Rules.
- Section 7. **Duties of the Unit Sergeant-at-Arms**: It shall be the duty of the Sergeant-at-Arms to advance and retire the colors. She shall be responsible for the arranging and restoring of the Auxiliary meeting room and to register all members and guests at meetings. She shall be responsible for Auxiliary meeting room materials and for keeping inventory on materials for initiations. She shall preserve order at the meetings of the Unit and such other duties as may be prescribed by the President. An Assistant Sergeant-at-Arms may be appointed to assist the Sergeant-at-Arms.

Article IV - Executive Committee

- Section 1. The location, date and time of Executive Committee meetings and the number of members that constitute a quorum may be found in the Standing Rules.
- Section 2. Between meetings, the Executive Committee shall serve as the governing body of the Unit with fiduciary, policy, and strategic responsibility for the organization. It shall be their duty to ensure that the Unit has adequate resources to fulfill its mission and to articulate the Unit's mission, accomplishments, and goals to the public and to Department. All proceedings and recommendations of said committee shall be presented to the membership for action at a regular membership meeting.
- Section 3. A vacancy existing in the Executive Committee from any cause other than the expiration of a term shall be filled by the majority vote of the members present at a regular membership meeting. A person so elected shall hold office for the unexpired term of the member whom she succeeds. Exception: A vacancy in the office of President shall be automatically filled by the First Vice President, and the Second Vice President shall become First Vice President.

Article V - Membership Meeting

- Section 1. The location, date and time of regular membership meetings and the number of members that constitute a quorum may be found in the Standing Rules.
- Section 2. Special meetings of this Unit may be called by the President or upon written request of three (3) Senior members of the Unit to dispose of a stated item of business.

Article VI - Finance

- Section 1. The annual membership dues of this Unit may be found in the Standing Rules.
- Section 2. All persons handling funds shall be bonded through Department Headquarters by a reputable, solvent bonding and surety company; or shall be covered by the fidelity/crime insurance in an adequate amount as determined by the Unit.

Article VII - Committees

- Section 1. The Unit President may appoint committees as she deems advisable to further the mission of the organization.
- Section 2. An Auditing Committee composed of two (2) members and the Treasurer shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and for making a report of the audit to the Unit members.

Article VIII – Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, latest edition, shall govern this Unit in all cases in which they are applicable and in which they are not inconsistent with applicable state statutes, the Department of Texas' Constitution, Bylaws and Standing Rules, or the National Constitution, Bylaws and Standing Rules.

Article IX- Amendments


- Section 1. These By-Laws may be amended by a two-thirds 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. Amendments not having been previously read may be adopted by the unanimous vote of the members present.
- Section 3. The Department Constitution and Bylaws Committee must approve all amendments to this Unit Constitution, Bylaws and Standing Rules before they become effective.
- Section 4. These By-Laws shall be automatically amended to conform to the National and Department Constitution, By-Laws and Standing Rules of the American Legion Auxiliary.

Article X - Authority

The authority under which all Departments, Units, and affiliated entities of the American Legion Auxiliary shall function is vested in the National Constitution and Bylaws and in such Standing Rules as have been adopted. Any provision of any Department or Unit Constitution or Bylaws, or affiliated entity's bylaws, or any regulation of any Department, Unit, or affiliated entity in conflict with the foregoing authority shall be void.

This revision of the Constitution and By-Laws of American Legion Auxiliary South Houston Unit 490, were voted on and approved at the regular business meeting on April 11, 2018.


Cheryl Folotain
1st Vice President / C&B Chairman


Robin Lott
Secretary


Diana King
Department C&B Chairman

April 11, 2018
Date of Approval

STANDING RULES

Preface

Standing Rules are rules and regulations for the guidance of an assembly. A Standing Rule may be amended or rescinded by a two-thirds vote; or if notice has been given, by a majority vote.

The CODE OF ETHICS as per the National Standing Rules shall apply for the Unit in regard to the following: Personal and Professional Integrity; Legal Compliance; Governance; Responsible Stewardship; Openness and Disclosure; Conflict of Interest; Fundraising; Grant Making; Inclusiveness and Diversity; Ethics Violations; and Whistleblower Protection.

Standing Rules of South Houston Unit 490:

I. Organization

A Unit is chartered by virtue of its attachment to a Legion Post; however, the Post does not control the Unit or vice versa. The relationship between the Post and the Unit should be one of cooperation and respect.

II. Elections

1. An annual meeting of this Unit shall be held the second Wednesday in April each year for the purpose of electing officers. Following the elections, the Certification of Officers form and the Unit Bonding Fee must be transmitted promptly to Department. It is the responsibility of the Unit Secretary to send the Certification of Officers form and the Unit Bonding Fee to Department.
2. Any Unit member in good standing is eligible to run for an office and may be nominated from the floor on election night. Elections shall be by ballot unless there is only one candidate for an office when a voice vote may be used. A majority of the votes cast shall be necessary to elect.

III. Officers

1. It shall be the prerogative of the Unit President-elect to choose an installing officer who meets the qualifications set forth in the Manual of Ceremonies in the Unit Guide Book. The total purchase price of appreciation gifts presented to the Installing Team at the annual Unit Installation shall not exceed \$30.00.
2. Each Unit officer, at the close of the administrative year, must pass on to her successor all records, officer pins, and materials pertaining to her office.
3. Newly elected Unit Officers shall assume the duties of their office the month following the annual Department Convention. See Local Rules #6.

4. The First Vice President shall be Membership Chairman of the Unit. She shall certify the accuracy of each application. She shall be responsible for the upkeep of all membership books, and any paper work or documentation pertaining to membership; to keep a record of names and addresses of the members, showing the source of their eligibility. All monies will be given to the Treasurer to deposit. She shall serve as Chairman of the Annual Membership Drive by coordinating the Auxiliary activities. She shall perform other duties as shall be required of her by the President.
5. The Second Vice President shall be Chairman of Ways and Means. Her responsibilities are to provide entertainment and to initiate other fundraising projects for the Auxiliary's General Account
6. The Chaplain shall be responsible for food calls, if one is requested; and for asking members to provide food on a voluntary basis. The immediate family of an Auxiliary member consists of husbands, children, parents, grandparents, grandchildren and great-grandchildren.
7. It shall be the duty of the Historian to compile a scrapbook for the Unit and to make an annual report to the Department Scrapbook Chairman. She shall be responsible for taking pictures at all Auxiliary functions and other functions involving Auxiliary members.

IV. Executive Committee

1. An Executive Committee meeting of South Houston Unit 490 may be held at the call of the President or by a majority of the Executive Committee.
2. Five (5) members of the Executive Committee shall constitute a quorum.
3. An officer or member of the Executive Committee who misses three (3) consecutive meetings or does not fulfill the duties of her office in the manner befitting the Unit will be asked to resign her office by certified letter. If no written response is received by the Unit within ten (10) days, the office shall be declared vacant. The vacant office shall be filled by election by the membership at the next regular meeting immediately following the meeting where the vacancy has been declared.
4. At special called meetings, only business specified for said meeting shall be transacted. Special Meetings are open to the Auxiliary General Membership. Notice shall be sent out by the Executive Committee to the general membership with the date and time of the special meeting.
5. In an emergency, as determined by the President, a vote by email or telephone call may be taken between regular membership meetings. A two-thirds vote in the affirmative of the total Executive Committee shall be necessary to take action. The results of the action taken by email or telephone call shall be made a part of the minutes of the next meeting.

V. Membership Meetings

1. The Regular Membership meeting of South Houston Unit 490 shall be held at 6:30 p.m. on the second Wednesday of each month at Post 490.
2. Eight (8) Senior members shall constitute a quorum at a regular or special called meeting of the Unit.
3. A member may request a written ballot on any motion on the floor.

VI. Committees

1. The following activity committees shall have a chairman appointed by the President, with the approval of the Unit members, and shall serve a one (1) year term that runs concurrent with the election of officers: Americanism, Auxiliary Emergency Fund, Cancer Research, Children & Youth, Community Service, Constitution & Bylaws, Distinguished Guests, Education, Finance/Audit, Girls State, History, Junior Activities, Leadership, Legislative, National Security, Past Presidents Parley, Poppy, Public Relations, and Veterans Affairs & Rehabilitation. Sending care packages overseas fall under National Security, and Veteran Housewarming baskets fall under VA&R.
2. It is recommended that each Unit activity committee chairman prepare a mid-year and year-end report to show what the Unit accomplished throughout the year (April 1 through March 31). This information shall be given to the Unit President to use in compiling figures for the Unit Year-End Impact Numbers Report. This report must be sent to her respective District President prior to April 15 of each year. In addition, narratives from each activity committee chairman should be sent to their respective Department Committee Chairman. Due dates may be found in each activity committee Program Action Plan located on the American Legion Auxiliary National Website.

VII. Membership

1. Eligibility does not constitute acceptability. The Unit is the judge of their own membership.
2. The annual membership dues of this Unit shall be \$30.00 for Seniors and \$8.00 for Juniors effective June 1, 2018, paid annually or for life, and shall include the Department and National per capita.
3. Membership dues shall be transmitted within ten (10) business days to Department Headquarters in Austin, Texas.
4. A member failing to pay annual dues, which includes the Unit, Department and National assessments by January 31, shall be classed 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 31 of the year of delinquency shall be automatically 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.

5. Payment of back dues may be necessary to maintain eligibility, but it does not constitute continuous membership, which must be paid annually without interruption.
6. It is important that the Unit foster an appreciation for those members who only want to belong to support the organization and not to attend in-person Unit meetings. They are members with full privileges regardless of how active or inactive they are.
7. All in-coming elected members of the Executive Committee are urged to pay their membership dues for the in-coming year within two (2) weeks after being elected.
8. Honorary Life Membership may be conferred upon outstanding members who support the mission of the American Legion Auxiliary. The criteria are as follows: a) ten years or more of continuous membership; b) active in the programs of the Auxiliary; c) attendance at Unit meetings; d) the ability to take on Unit activities and see them to their completion; and e) leadership. Special note: Honorary Life Memberships may not be transferred from Unit to Unit, Department to Department, or from one member to another member.

VIII. Transfers

1. No person may, at any time, be a member of more than one (1) unit.
2. Transfer of membership from one Unit to another shall be upon application of the member to, and acceptance by, the other Unit, in conformity with the National and Department Constitution and Bylaws.
3. A member who is not subject to suspension or membership revocation under due process is eligible to transfer her membership to another unit if she has paid her membership dues to her 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 her current unit or to the unit into which she wishes to transfer.

Evidence of paid membership includes: 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 cancelled check or receipt; or 4) When verifying documentation is not available, a sworn statement that the member's membership dues payment was tendered.

IX. Conventions

1. Delegates and Alternates to the Department Convention shall be elected at a Unit meeting duly called for that purpose not less than four (4) weeks prior to the Convention. Following the election, the Certification of Delegates and Alternates for the Department Convention shall be transmitted promptly to Department Headquarters and received at least ten (10) working days prior to the Department Convention.

2. If funds are available, the Unit shall pay \$50.00 per day to each Delegate who attends a Department or National Convention. Delegates must attend all meetings and business sessions to qualify for reimbursement. They must also be prepared to give a report at the next regular membership meeting.
3. A Unit registration fee often dollars (\$10.00) shall accompany the list of Delegates and Alternates mailed to Department Headquarters and must be received at least ten (10) working days prior to the Department Convention. The Unit registration fee, if paid on site, will be twenty-five dollars (\$25.00).
4. Only Unit delegations in good standing shall be seated at a Department Convention. To be a Unit in good standing, the Unit must: a) have a minimum often (10) members with current dues paid and recorded at Department Headquarters two weeks prior to the convening of said convention: and b) be current in their payments of the Christmas Assessment and the Bonding fee.
5. Delegates and Alternates to District and Division Conventions shall be elected at a Unit meeting duly called for that purpose not less than fifteen (15) days prior to said conventions. If funds are available, Delegates and Alternates who attend District and Division Conventions shall be reimbursed for the amount of their registration fee.
6. The Unit President shall serve as delegation chairman at conventions. If not present, the next highest-ranking officer shall be chairman as outlined in the Unit Guide Book.

X. Special Guests

1. Courtesies for special guests and their spouses shall include the Unit, District, Division and Department Presidents and Commanders and other distinguished guests as shall be designated by the Unit Distinguished Guest Chairman.
2. When entertaining an official visitor, the Unit shall provide complimentary tickets to all social functions.

XI. Finance

1. All unit funds spent are contingent on funds being available.
2. The fiscal year for Unit 490 is Jan 1 – Dec 31. IRS Form 990 is required to be filed by May 15th and a copy is submitted to Department for their records as well.
3. The Unit's Christmas Assessment, an obligatory payment, shall be promptly submitted to Department Headquarters upon notification of the amount due prior to December 1.
4. The Unit Bonding Fee, an obligatory payment, shall be transmitted promptly to Department Headquarters upon notification of the amount due and no later than when submitting the Certification of Officers after the new officer elections.

5. Any funds to be used for Unit functions must be approved by the Executive Committee. Any expenditure for functions in excess of \$250 must be approved by the general membership. Receipts for all expenditures must be turned into the Treasurer to meet the requirements of the IRS. Any amounts voted on and approved by the Executive Committee between meetings will be recorded and reported to the General Membership at the next Unit meeting.
6. All checks of the Unit shall be signed by two (2) of three (3) authorized signatures, those being Unit President, First Vice President, and Treasurer.
7. No more than twenty-five dollars (\$25.00) a month on average shall be allowed for stamps, envelopes, cards, checks and other supplies needed for the administrative work of the Unit, unless voted on and approved by membership.
8. All monies collected at monthly meetings for Cancer Research shall be submitted to Department annually in March.
9. Any fundraisers held to benefit the Auxiliary, on or off the Post premises, shall be approved by the general membership.
10. Each January, the Executive Committee and all active Committee Chairmen shall work to create a budget for the various committees and projects based on the bank balance as of 12/31 and present it for discussion at the General Meeting. All budgets approved by the membership at the General Meeting will therefore be set for that year. Any additional funds required by a Committee will have to be addressed as needed. Budgets should be and need to be set for standard programs and activities such as Brochures, Supplies for Membership, Girls State, Scholarships, Care Packages, Vet Baskets, Children & Youth Programs, etc.

XII. Local Rules

1. A basic, standard past president's pin will be presented to the retiring Unit President after serving a full term in office. A suitable gift, not to exceed a purchase price of \$25.00 will be presented to the outgoing Unit President if she already has a past president's pin.
2. Membership pins, representing each five (5) continuous years of membership, may be presented to those Unit members who qualify for such recognition. This includes 5, 10, 15, 20-year pins as applicable.
3. In the event of death of a member, or a death in the Immediate family of a Member (husband, parent, children), flowers will be sent to the family by the Unit Chaplain. A donation of \$50.00 to the member's choice of a charitable organization may be requested in lieu of flowers if so desired.
4. Notification of a member's illness should be announced by the Unit Chaplain and a "get well" card in the name of the Unit and membership should be forwarded as well. Flowers not to exceed the cost of \$50.00 shall be sent once a year to hospitalized members.
5. Girls born to a Unit member will be given one year's free membership.

6. Elected Officers will assume office immediately after election.
7. Care Packages & Vet Baskets – Each Executive Committee shall appointment a Chairman for these Committees. It is the Chairman’s responsibility to gather donations or make the Unit aware of the status of Donations so that these can be sent out on an as-needed basis.
8. If the Treasurer resigns from office before her term expires, an audit will be made of the Unit books and a financial statement and a report will be presented to the membership at the next regular meeting.
9. Should this Unit cease to function, or its charter be revoked or canceled, the Charter and all Unit records and funds will be immediately forwarded to Department Headquarters.

XIII. Discipline

1. In keeping with the best practices of high performing nonprofit organizations, a Unit has the responsibility of developing clearly written governing documents that foster good will by setting standards for conduct and stating the responsibility and manner for addressing Inappropriate behavior.

Members are expected to comply with the Unit's governing documents and behave in such a manner according to the Code of Ethics, which serves as a guide for conduct acceptable within a Unit. They are expected to abide by all laws and demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, responsibility and respect.

2. Member discipline is the responsibility of a Unit, and the Department is the final authority for appeal of a disciplined member.
3. All matters of discipline shall be referred to the Unit President and taken care of by the Unit Executive Committee.

It is suggested that when addressing inappropriate behavior that is contrary to the standards and values of the American Legion Auxiliary, the Unit should first begin with a conversation by informing the member of her inappropriate behavior and listening to her response, as there might be a different perspective. If the member admits that she erred, then ask for her commitment not to continue the inappropriate behavior.

If that is not successful and the Unit sees a continual disregard for the standards of the Auxiliary, then the Unit may need to use a more formal disciplinary process to address the behavior. This disciplinary process may be found in the Department Constitution and Bylaws in the Unit Guide Book, which is issued by National Headquarters.

4. Neither the Unit nor any member thereof shall publicize something by distributing leaflets or notices to any other Unit or member thereof without the consent of the Unit Executive Committee.

5. No member or group of members shall subject the Unit to liability without authorization of this Unit.

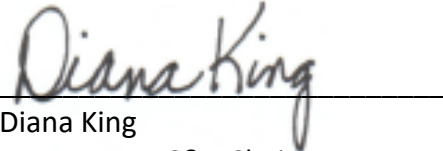
This revision of the Constitution and By-Laws of American Legion Auxiliary South Houston Unit 490 were voted on and approved at the regular business meeting on April 11, 2018.



Cheryl Fountain
1st Vice President / C&B Chairman



Robin Lott
Secretary



Diana King
Department C&B Chairman

April 11, 2018
Date of Approval