

# **UNIFORM UNIT CONSTITUTION GUIDE**

## **American Legion Auxiliary - Department of Nebraska November 2026**

This is a guideline for Nebraska American Legion Auxiliary Units. If you have pertinent information that you would like to see added to this guideline, please contact the Department President and Secretary. The experiences we share are important to the success of the Department. Do not hesitate to ask questions.

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# **UNIT CONSTITUTION AND BY LAWS - AMERICAN LEGION AUXILIARY**

## **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 in 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**

The name of this organization shall be American Legion Auxiliary, **[Click a unit here](#)**, Department of Nebraska.

### **Article II - Nature**

Section 1. The American Legion Auxiliary is a civilian patriotic service organization that supports the mission of the American Legion.

Section 2. The American Legion Auxiliary shall be nonpolitical and shall not be used for the dissemination of partisan principles nor for any promotion of the candidacy of any person seeking public office or preferment.

### **Article III - Object**

Section 1. The object of the American Legion Auxiliary **[Click a unit here](#)**, Department of Nebraska, shall be as stated in the Preamble of the Constitution.

## **Article IV - Eligibility**

Section 1. Eligibility for membership in the American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion governing documents shall be provided as a footnote to this Constitution for information purposes and shall be updated as appropriate.<sup>1</sup>

Section 2. There shall be two (2) 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 (18) 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

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<sup>1</sup> Membership in the American Legion Auxiliary shall be limited to the: (1) Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and (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) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and (4) to those women who of their own right are eligible for membership in The American Legion.

## **Article V - Unit Officers**

Section 1. The Unit shall elect annually a President, Vice-President (additional Vice-Presidents is desired), Secretary and/or Treasurer, Chaplain, Historian and Sergeant-at-Arms who shall serve until their successors are duly installed or as otherwise provided.

## **Article VI - Executive Committee**

Section 1. There shall be an Executive Committee which shall consist of the officers and members-at-large elected by the Unit. The term of office for members of the Executive Committee shall be for one year.

## **Article VII - Rules**

Section 1. The Unit organization shall be governed by "Robert's Rules or Order, Newly Revised," on all points not covered by this Constitution and Bylaws.

## **Article VIII – 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 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.

## **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 for the unexpired term of the member 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, shall be given at least forty-eight hours in advance. At special meetings only business specified 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 thereof as 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 the Vice President:** The First and Second Vice President in the order named 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.

Section 3. **Duties of the Secretary:** It shall be the duty of the Secretary to record the proceedings and transactions of all the meetings of the Unit; 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 of her 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. She shall maintain two separate funds, namely a general and a Poppy fund. All Poppy donations shall be placed in the Poppy fund and be used to assist the veteran and his/her children. She shall keep an accounting of her receipts and expenditures, making a monthly report thereon, and such

other reports as may be deemed necessary by the Unit Executive Committee. Her accounts shall be audited annually. She shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to her 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, 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 and to perform such other duties as may be requested by the President.

Section 8. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.

Section 9. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

### **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 American Legion Auxiliary Unit shall be held at a time and place as specified in the standing rules.

- a) In the event of a declared emergency, the Unit President has the authority to convene and conduct a Unit Executive Committee meeting via use of electronic and/or virtual media.
- b) In the event of a declared emergency, the Unit President shall have the authority, with approval of the Unit Executive Committee, to convene and conduct the Unit meeting by electronic and/or virtual media.
- c) All business decisions resulting from authorized electronic and/or virtual meeting(s) shall be deemed valid.

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

Section 3. Special meetings of this Unit may be called by \_\_\_\_ (*include detail on who may call special meetings and the number of days required*).

## **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 duly called for that purpose not less than three (3) weeks prior to the convention or to comply with the timelines set forth in the Department Constitution and Bylaws. Alternates shall have priority in the order of their election.

Section 3. All officers and executive board members shall be elected annually at a meeting duly called for that purpose. The Secretary may be either, elected or appointed according to the rules prescribed by the Department.

## **Article VI - Transfers**

Section 1. 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 VII - Discipline**

Section 1. Each unit has the responsibility for the discipline of its members for any good and sufficient cause. All discipline must be imposed in accordance with the principle of fundamental fairness, which includes notice and an opportunity to be heard. Units shall adopt procedures for member discipline. Disciplinary action may include any of the following.

- Warning: A formal written statement, delivered to the member, outlining the misconduct and expectations for future behavior.
- Probation: Membership is retained under specific terms and conditions for improvement for as specified period no longer than a year.
- Expulsion: Loss of membership for severs or repeated violations.

B) A member disciplined by the member's unit may appeal the unit's disciplinary action in writing to the Department Executive Committee. The Department Executive Committee shall adopt procedure to handle such appeals.

Section 2. Neither this Unit in the Department nor any member thereof shall circularize any other Unit or member thereof without the consent of a Department Executive Committee.



Section 3. Liabilities: No member or group of members shall subject this Unit to liability without authorization of the Unit.

### **Article VIII - Rules**

Section 1. The Unit organization shall be governed by "Robert's Rules or 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, 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.

## **[Unit Name] Unit [Number] Standing Rules**

*The following Standing Rules are simply examples of some items that may be included within the Unit's governing documents. Each Unit will need to tailor them to meet the needs of their Unit. More Standing Rules may be added as the Unit deems necessary.*

### **Section A: Meeting**

The regular meeting of this unit shall be held at \_\_\_\_\_

The time and date shall be \_\_\_\_\_

The unit will meet in the months of \_\_\_\_\_

\_\_\_\_members in good standing shall constitute a quorum at any meeting.

### **Section B: Dues**

The senior members' dues for this Unit shall be \$ \_\_\_\_ ; \$\_\_\_\_ Department;  
\$\_\_\_\_ National.

The total dues collected for Senior members shall be \$ \_\_\_\_which includes the National, Department and Unit dues amounts.

The junior members' dues for this Unit shall be \$\_\_\_\_\_; \$\_\_\_\_ Department;  
\$\_\_\_\_ National.

The total dues collected for Junior members shall be \$\_\_\_\_which includes the National, Department and Unit dues amounts.

The membership chairman shall send in the names of PUFL, State Life members and Honorary Life members to Department to be marked as paid annually.

### **Section C: Elections**

The Unit has/does not have a nominating committee. *[Indicate whether your Unit has a nominating committee or nominations are made from the floor]*

The unit elects delegates and alternates to department convention according to the current department bylaws. The information is communicated to the Department.

## Section D: Installation of Officers

The installation of Unit officers will be conducted by a District President or Past Unit President

Date and time of installation is \_\_\_\_\_

## Section E: Finances

- A. Rent or utilities are paid/not paid to hold meetings at \_\_\_\_\_
- B. Annual gifts are /are not given to \_\_\_\_\_
- C. Cards are/are not given for illness/death.
- D. Expenses are/are not paid to delegates to attend annual meetings.
- E. When bills are paid the checks are signed by \_\_\_\_\_
- F. Delegate(s) to Girls State are selected by [Application], [interview], Other means
- G. Unit does/does not not sponsor contests. Prizes: \_\_\_\_\_
- H. Arrangements for special dinners will be made \_\_\_\_\_
- I. Donations are made annually for Department's special programs.
- J. Unit financial books are audited annually.
- K. Fiscal year of this unit will be \_\_\_\_\_
- L. District Per Capita dues are set by the District and due as specified in the District governing documents.

## Special events

The Unit participates in the following on a regular basis (list below):

These Standing Rules may be amended by two-thirds (2/3) vote at any regularly scheduled meeting, or if notice has been given, by a majority vote.

\_\_\_\_\_  
Unit President

\_\_\_\_\_  
Unit Secretary

\_\_\_\_\_  
Unit Constitution Chairman

\_\_\_\_\_  
Date of Approval