

**American Legion Auxiliary  
Verde Valley, Unit 25  
Cottonwood, AZ  
Constitution  
Amended: Feb 10<sup>th</sup>, 2025**

**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 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.

**Article I -- Name**

The name of this organization shall be American Legion Auxiliary, Verde Valley Unit No. 25, Department of Arizona.

**Article II -- Nature**

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

Section 2. The American Legion Auxiliary shall be absolutely non-political and shall not be used for the dissemination of partisan principles or for the promotion of any candidacy or any person seeking office or preferment. No candidate for, nor incumbent of, a salaried, elective public office shall hold any office of the American Legion Auxiliary or in any Department of the Unit thereof, provided that member of the Unit, Department or National Standing or Special committees shall not be affected.

**Article III -- Object**

Section 1. The object of the American Legion Auxiliary, Verde Valley Unit No. 25, Department of Arizona, shall be as stated in the Preamble of the Constitution.

**Article IV -- Eligibility**

Section 1. Membership in the American Legion Auxiliary shall be limited to the self, grandmother, mother, sister, daughter, granddaughter, male spouse, and female spouse, of any Veteran and direct and adopted female descendants of members of The American Legion, and to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States and to those women who of their own right are eligible for membership in The American Legion can have a dual membership.

Section 2. There shall be two classes of membership, Senior and Junior.



- (a) Senior membership shall be composed of members over the age of eighteen years; provided, however, that a wife under the age of eighteen years, who is eligible under Section I of this article, 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 Senior membership with full privileges.
- (c) Dues of both classes shall be paid annually or for life.

#### **Article V -- Unit Officers**

Section 1. The Unit shall elect annually a President, Vice President, Second Vice President, Secretary, Treasurer, Chaplain, and Sergeant-at-Arms who shall start to serve their term after state convention.


#### **Article VI -- Executive Committee**

OK Section 1. There shall be an Executive Committee which shall consist of the officers and 3 to 5 additional members-at-large elected by the Unit annually. The term of office for members of the Executive Committee who shall start to serve their term after state convention.

#### **Article VII -- Amendments**

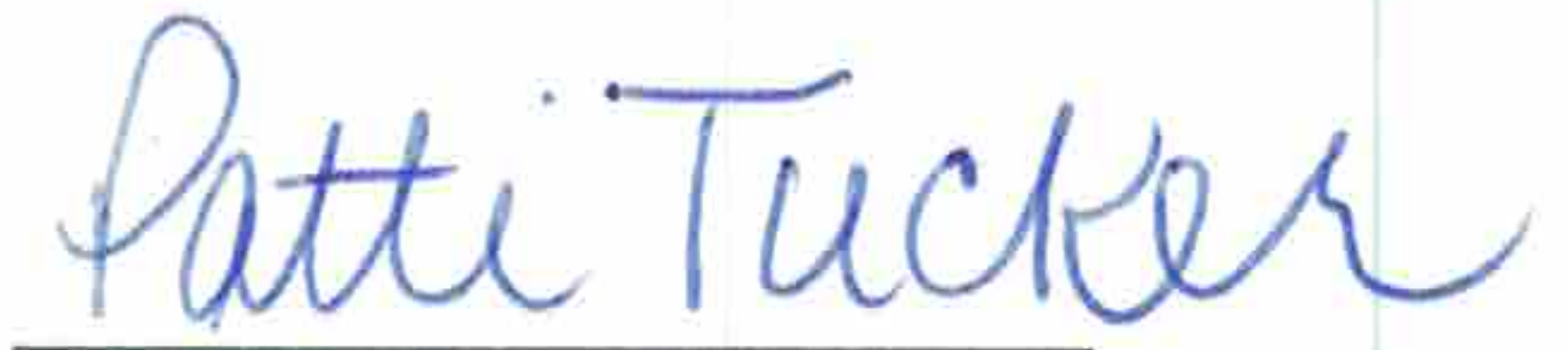
Section 1. This Constitution may be amended by a two-thirds vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous meeting.

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.



UNIT PRESIDENT

4/13/25  
DATE APPROVED



UNIT SECRETARY



**American Legion Auxiliary  
Verde Valley, Unit 25  
Cottonwood, AZ  
Bylaws  
Amended: Feb 10<sup>th</sup>, 2025**

**Article I -- Executive Committee**

Section 1. The Executive Committee in our organization is a Steering Committee. They meet to set an agenda for the upcoming general membership meeting and to explore ideas to bring before the general membership for approval. The Executive Committee is subordinate to the general membership. They carry-out the direction of the general membership.

Section 2. A quorum is the number of members of the Committee that must be present before any legal "votes" may take place. Example: The Executive Committee is defined as the President, Vice President, Secretary, Treasurer, Historian, Chaplain, Sergeant-at-Arms and 3 members-at-large, then the Committee has 9 members, and 3 of them must be present to hold a legal meeting.

Section 3. The Executive Committee may meet by order of the President.

**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 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 the Vice President:* The Vice President and Second Vice President in the order named shall, when called upon, assist the President and in his/her absence, perform his/her duties, and shall succeed his/her in office in case of death, resignation or removal. If the President dies, resigns, or is removed the Vice President automatically becomes the President. The officer, that the Executive Committee would then replace the Vice President.

Section 3. *Duties of the 2<sup>nd</sup> Vice President:* It shall be the duty of the 2<sup>nd</sup> Vice President to appoint a Committee Chairman, co-chair and committee members to conform to those of the National Organization and such others as deemed advisable, subject to the ratification of the Department Executive Committee.

Section 4. *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 his/her by the President.

Section 5. *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 Unit Treasurer 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. Unit Treasurer shall keep an accounting of his/her receipts and expenditures, making a



monthly report thereon and such other reports as may be deemed necessary by the Unit Executive Committee. His/her accounts shall be audited annually. Unit Treasurer shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to his/her successor.

Section 6. *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 7. *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 8. *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 9. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

Section 10. Any Officer absent from three consecutive meetings without a reasonable excuse shall be asked to resign in writing. If the officer resigns they will be replaced in accordance with the procedure in the Bylaws. If a resignation is not received, a pro tem office may be appointed to ensure the work of the Unit is carried out.

### **Article III – Dues**

Section 1. The annual membership dues of this Unit shall be reviewed and paid annually, or life membership, and shall include the Department and National per capita.

Section 2. A member failing to pay annual dues, including the Unit, State 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 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. The regular meetings of the American Legion Auxiliary Verde Valley Unit #25 shall be held once a month unless otherwise specified.

Section 2. An Annual meeting of the 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 the Unit may be called by the President, by a majority of the Executive Committee, or upon written request of members of the Unit.

Section 4. Five members (3 officers and 2 voting members at large) shall constitute a minimum for a quorum at any meeting 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. All officers and executive committee members shall be elected annually at a meeting duly called for that purpose.

Section 3. Nomination can be made by the Nominating Committee and/or from the floor at the April meeting and remain open until immediately before elections in May.



## **Article VI -- Committees**

Section 1. A nominating committee composed of three members can be elected for the purpose of presenting a slate of Unit officers for the ensuing year.

Section 2. An auditing committee composed of three members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and making a report of the audit to the Unit.

Section 3. The 2<sup>nd</sup> Vice president shall be the ex-officio of all committees.

## **Article VII -- Transfers**

Section 1. Transfer of membership from one Unit to another in the shall be made upon application of the member to, and acceptance by, the other Unit, in conformity with National and Department Constitutions 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 of The American Legion, any member may be given a verbal warning, a written warning, may be suspended or be expelled from membership; or any officer removed from office by two-thirds vote at a Unit meeting duly called for that purpose. Said suspension, expulsion or removal from office shall be binding only in the event said member or officer shall have been given at least fifteen days' notice in writing by the Unit Executive Committee of the charges and the hearing thereon. Either party may have the right of appeal to the Department Executive Committee, and their action thereon shall be final. The expense of said appeal shall be borne by the appellant.

Section 2. A member subject to suspension or membership revocation is no longer a member in good standing and cannot transfer to another unit.

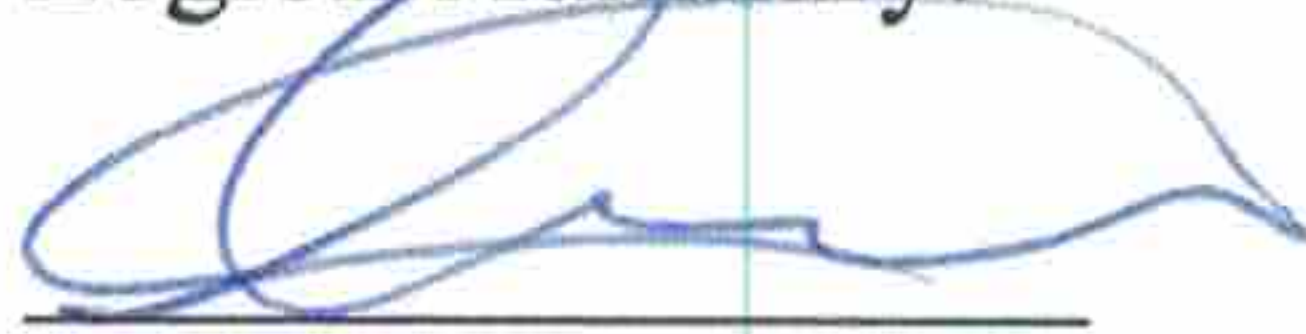
## **Article IX -- Parliamentary Authority**

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 X -- Amendments**

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

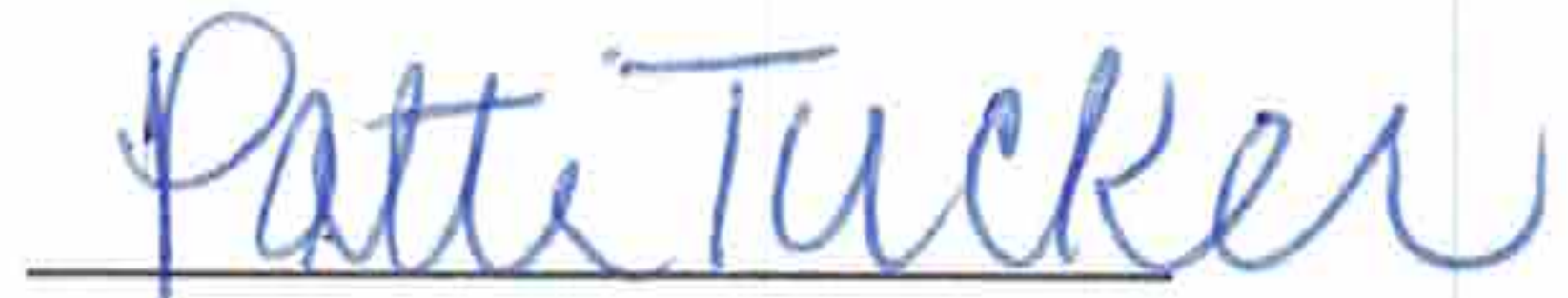
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UNIT PRESIDENT

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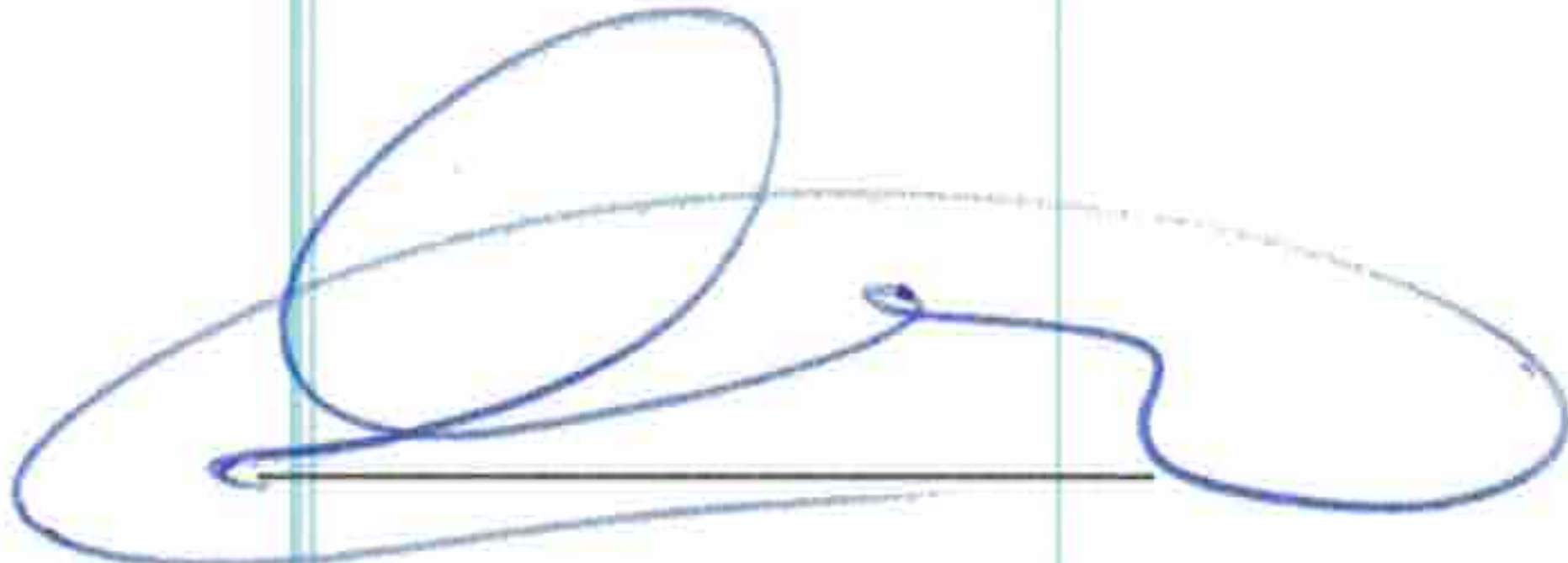


UNIT SECRETARY



**American Legion Auxiliary  
Verde Valley, Unit 25  
Cottonwood, AZ  
Unit Standing Rules  
Amended: Feb 10<sup>th</sup>, 2025**

1. The Annual Membership dues for the Unit will be \$40.00 for Senior members and \$15.00 for Junior's.
2. The Executive meeting for the Unit will be held on the second Monday of every month starting at 4:30 pm.
3. The General meeting for the Unit will be held on the second Monday of every month starting at 5 pm.
4. Use of the American Legion Auxiliary emblem on items not ordered through National Emblem Sales must be approved before the order is placed. Applications for approval must be made through the Department of Arizona Headquarters office and shall include a copy of the proposed art work, the name and address of the vendor who will be producing the items, and the number of items to be produced.
5. NO Alcohol will be allowed in the General meeting.
6. Unit 25 shall pay registration for all Unit members in Good Standing attending Mission Training, Convention and Fall Conference.
7. Unit 25 will pay ONE night accommodations for each current officer attending Convention and/or Fall Conference.
8. Unit 25 will pay for any training that benefits the Auxiliary as budget allows and is approved by the Executive Committee.
9. Standing Rules can be added at a General Meeting with a majority vote. Standing Rules may be amended or rescinded at any meeting with a two-thirds approval.



UNIT PRESIDENT

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UNIT SECRETARY