



UNIT GUIDE

THE AMERICAN LEGION AUXILIARY UNIT GUIDE, DEPARTMENT OF FLORIDA, PROVIDES INFORMATION AND GUIDANCE TO UNIT MEMBERS.

THE CONTENTS OF THIS BOOK ARE NOT TO BE USED FOR COMMERCIAL PURPOSES OF ANY TYPE. THIS UNIT GUIDE IS PUBLISHED ONLY FOR THE CONDUCTING OF AMERICAN LEGION AUXILIARY BUSINESS AND ITS PROGRAMS

THE AMERICAN LEGION AUXILIARY EMBLEM

The emblem of the American Legion Auxiliary is your badge of distinction and honor. It stands for God and Country and the highest rights of man. It consists of several parts, and each part has a meaning. The rays of the sun that form the background stand for the principles of the American Legion Auxiliary, for Loyalty, Justice, Freedom and Democracy; dispelling the darkness of violence, strife and evil. Unity and Loyalty are represented by the unbroken circle of blue. The field of white exemplifies the hope of Freedom. The star of blue is the emblem of service in war; it is no less the emblem of service in time of peace. "The emblem of the American Legion Auxiliary is the emblem of Americanism. As members of the American Legion Auxiliary, we must preach and teach principles of Americanism. Let us not forget that to each generation comes its patriotic duty and that upon your willingness to sacrifice and endure as those before you have sacrificed and endured, rests the hope of the nation."

MISSION STATEMENT

In the spirit of service, not self, the mission of the American Legion Auxiliary is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both home and abroad. For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.

PREAMBLE TO THE CONSTITUTION OF THE AMERICAN LEGION AUXILIARY

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 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.

Forward

Welcome to the 2023-2024 American Legion Auxiliary year. Thank You for your membership and **S.E.R.V.I.C.E.** in our amazing organization. This year “**Bells in S.E.R.V.I.C.E**” for our Veterans, Military families, Community and Children will be heard throughout Florida.

The **ringing of bells** has been a symbol and used for centuries in celebration, joy and announcement. Your **S.E.R.V.I.C.E.** together with The American Legion, Sons of the American Legion and the Riders of the American Legion will exemplify our Mission of “Service not Self.”

#ringyourbell

This hashtag is about you the members (clappers), your units, your programs, your accomplishments, your events, your volunteering, your fundraisers and your S.E.R.V.I.C.E. Speaking of service, Woman of the Year, Major General Peggy Combs explained it like this, **Selflessness, Expectations, Respect, Values, Ideals, Commitment, Excellence.**

Always remember, your **S.E.R.V.I.C.E.** in the American Legion Auxiliary honors and thanks the brave hero through which you have your eligibility. **Ring your Bell**, a thank you or show of appreciation to your members goes a long way to keeping members active and motivated.

There are many resources available to assist you in your **Bells in S.E.R.V.I.C.E.** to our veterans, military families, community and children. Department Constitution, Bylaws, Standing Rules, Past Department Presidents, Department Chairmen & Officers, District Presidents, Robert’s Rules, District Presidents, www.alafl.org www.alaforveterans.org Program Engagement Plans and of course, this Unit Guide.

I am proud and honored to serve as your President. With Florida **Bells in S.E.R.V.I.C.E.** let’s all commit to Make a Difference to those we SERVE.

Thank You for your **S.E.R.V.I.C.E.**

Dee Bell

Department President 2023-2024

TABLE OF CONTENTS

Preamble to the Constitution.....	4
Department Officers.....	8
District Presidents.....	10
Department Chairmen & Committee Members.....	12
Special Appointments.....	15
Medical Center Representatives.....	17
State Veteran’s Nursing Homes.....	19
Past Conventions	21
Past Department Presidents	27
Constitution of the American Legion Auxiliary.....	30
Bylaws.....	39
Standing Rules.....	57
I. Department Organization.....	57
II. Department President.....	58
III. Department Headquarters Staff.....	59
IV. National Executive Committeewoman.....	61
V. General Rules for Department Officers and Chairmen.....	62
VI. Department Vice Presidents.....	64
VII. District Presidents.....	65
VIII. Units.....	70
IX. Instructions to Unit Presidents.....	72
X. Instructions to Unit Secretaries	74
XI. Secretary/Membership Chairman	74
XII. Instructions to Unit Treasurers.....	76

TABLE OF CONTENTS

XIII. Instructions to Unit Historians.....	77
XIV. Instructions to Unit Chaplains.....	77
XV. Instructions for Sgt. At Arms.....	78
XVI. Department Employees.....	80
XVII. Representation of Units at Department Convention.....	81
XVIII. Programs.....	82
XIX. Standing Rule Changes	92
Department Honorary Awards, Scholarships and Contest.....	93
Calendar of Activities	111
Articles Sold by Dept. Headquarters.....	112
Approved Finance Committee Rules.....	112
Risk Management	114
Financial Controls	115
Membership Goals.....	118
Membership Groups.....	118
Quotas	124
Quick Reference.....	132
Department Honorary Awards	136

Sergeant-at-Arms:

Sherry Shupp
317 Ohio Road , Lehigh Acres, 33936
239-634-6066 sergeant-at-arms@al afl.org

Parliamentarian:

Michele DeGennaro
9401 Sunshine Blvd, New Port Richey, 34654
727- 457-8172 parliamentarian@al afl.org

DEPARTMENT STAFF

Office Manager:

Kenysen “Keny” Gardner
1912 Lee Rd, Orlando, 32810
407-293-7411 al aflhq@al afl.org

Membership Processing:

Patsy Sewell
1912 Lee Rd, Orlando, 32810
407-293-7411 membership@al afl.org

Secretary:

Mary Kelly Perkins
407-451-0410 secretary@al afl.org

Treasurer/ Financial Director

Brandi Seeber
407-293-7411 treasurer@al afl.org

DISTRICT PRESIDENTS

- First:** Pamela Pannasch
2915 Patch Ave, Crestview, 32539
850-305-1713 district1president@alaf1.org
- Second:** Muriel Kweyama
144 Paramore Rd, Tallahassee, 32312
850-274-1726 district2president@alaf1.org
- Third:** Rhonna Barber
1218 NE Cherry Lake Cir., Madison, 32340
910-224-9744 district3president@alaf1.org
- Fourth:** Janet Woods
3506 S. Apopka Ave., Inverness, 34452
727-710-0943 district4president@alaf1.org
- Fifth:** Julie Kay
655 Battersea Dr., St. Augustine, 32095
616-690-8410 district5president@alaf1.org
- Sixth:** Penny Kanbara
2366 Twin Flower Dr., Sanford, 32771
407-879-2528 district6president@alaf1.org
- Seventh:** Audra Anderson
319 Ariana Ave, Auburndale,
863-604-7513 district7president@alaf1.org
- Eighth:** Julia Griffith
19889 Benissimo Dr., Venice, 34293
941-223-7317 district8president@alaf1.org
- Ninth:** Denice Grinis
1248 SW 1 Ave, Pompano Beach, 33060

754-264-4388 district9president@alaf1.org

Eleventh: Sandy Swafford
201 7th Street, Jupiter, 33458
561-5743596 district11president@alaf1.org

Twelfth: Charlene Kinlen
674 Tulip Drive, Sebastian, 32958
772-643-1510 district12president@alaf1.org

Thirteenth: Jan Farrington
9848 Connecticut Street, Bonita Springs, 34135
603-381-3493 district13president@alaf1.org

Fourteenth: Nancy Casquarelli
17651 NW 54 Ave, Miami, 33055
305-343-7692 district14president@alaf1.org

Fifteenth: Tammy O'Donnell
1309 Borden CT., Valrico, 33594
813-391-5166 district15president@alaf1.org

Sixteenth: Christine Massey
7521 Vienna Lane, Port Richey, 34668
727-484-5238 district16president@alaf1.org

Seventeenth: Eleanor Amato
892 Catfish Ave, New Smyrna Beach, 32169
386-427-1168 district17president@alaf1.org

**DEPARTMENT CHAIRMEN AND
COMMITTEE MEMBERS 2023-2024**

Americanism: Tammy Zell

3024 W. Meadow St, Tampa, 33611

813-245-6761

americanism@alafl.org

Committee Member: Jasmine Harris

Auxiliary Emergency Fund: Tracy Wentz

5138 Curlew Drive, St. James City, 33956

239-322-8027

emergencyfund@alafl.org

Committee Member: Donna Roberts

Children & Youth: Linda Knoblach Harkness

5916 Starlite Lane, Milton, 32570

484-264-7890

childreneyouth@alafl.org

Committee Member: MaryAnn Spellman

Community Service: Bridgette Greene

PO Box 154, St Augustine, 32085

240-412-1420

communityservice@alafl.org

Committee Member: pending

Constitution & Bylaws: Pearl McIntyre

6800 NW 39th Ave #362, Coconut Creek, 33073

954-232-3978

ByLaws@alafl.org

Education: Terry Gallagher

1301 W Bell Street, Avon Park, 33825

863-448-2726

education@alafl.org

Committee Member: Mary Fish

Finance: Michele DeGennaro Chairman - 2 yrs.

9401 Sunshine Blvd , New Port Richey, 34654

727-457-8172

finance@alafl.org

Cheryl Yoder Committee Member - 3 yr.

Pat Maynard, Committee Member - 1 yr.

Jane Hardacre, Immediate Past President
Dee Bell, Department President
Charlotte Bass Dept 1st Vice President
Robin Burk, Dept 2nd Vice President
Linda Knoblach-Harkness Dept 3rd Vice President
Department Secretary
Department Treasurer

Girls State: Paula Fox

5620 Lake Lizzie Dr. Lot 96, St Cloud, 34771
407-747-0725 girlsstate@al afl.org
Committee Member: Gail Dupuis
Jackie Booth, Director gsdirector@al afl.org
Sylvia Fiddler, Asst. Dir fgsasstdirector@al afl.org

Juniors: Tara Harris

2421 Brownwood Drive, Mulberry, 33860
407-702-7217 juniors@al afl.org
Committee Member: Michelle Ligikis
Committee Member: Sarana Minick

Leadership: Eileen Wilson

4369 Mariner Blvd, Spring Hill, 34609
352-650-6224 leadership@al afl.org

Legislative: Shirley Fashano

1108 Sabal Palm Lane, Sebastian, 32976
321-609-7564 legislative@al afl.org
Committee Member: Linda Allen

Membership: Lisa Hoyland

1115 61 Street S., Gulfport, 33707
727-482-0873 membershipchairman@al afl.org

Membership Committee Members:

Western – Tracy Bragg westernareamembership@al afl.org
Northern – Irma Wehrli northernareamembership@al afl.org

Eastern – Diane Rousseau easternareamembership@alafl.org
Central – Sandy Allen centralareamembership@alafl.org
S.W.– Theresa Walls southwesternareamembership@alafl.org
Southern – Gail Dupuis southernareamembership@alafl.org

National Security: Dawn Davis

7306 S Germer Street, Tampa, 33616
786-475-6781 nationalsecurity@alafl.org
Committee Member: Carol Berres

Past Presidents Parley: Wanda Brandt

4344 Tideview Drive, Jacksonville Beach, 32250
904-612-7687 pastpresidentsparley@alafl.org
Committee Member: Kathleen Hemley

Poppy: Georgia Mackenzie

8823 E. Millpoint Rd , Riverview, 33578
813-230-4239 poppy@alafl.org
Committee Member: Patricia Delgado

Public Relations: Virna Luke

13273 Eucalyptus Dr., Jacksonville, 32225
817-791-3583 publicrelations@alafl.org
Committee Member: Patricia Grayshaw

Risk & Compliance: Nana Lontakos (2)

1019 Bowsprit Lane, Holiday, 34691
727-452-9512 RiskComp@alafl.org
Committee Member: Irma Wehrli (3)
Committee Member Ruth Burgess (1)

Veterans Affairs & Rehabilitation: Robin Burk

9 Vista de Laguna, Ft. Pierce, 34951
772-307-7149 veteransaffairs@alafl.org
Committee Member: Gina Kizer
Committee Member: Diane Wood

SPECIAL APPOINTMENTS

Advisory Committee:

Mary Kelly Perkins, PDP

Jane Hardacre, PDP

Assistant Sergeant-at-Arms:

Andrea Sherman

7519 Winging Way Dr, Tampa, 33615

813-455-3650 Asst.sergeant-at-arms@alaf1.org

Chairman of Pages:

Dawn Burgess

616 Altamira St. NW, Palm Bay, 32907

561-201-7086 pagechairman@alaf1.org

Vice - Chairman of Pages:

Candace Mabry

4033 America Ave, Jacksonville Beach, 32250

904-708-2445 candacemabry1@gmail.com

Distinguished Guest Committee:

Linda Teasley

97 Hardee St, LaBelle 33935

863-675-2086 clteasley@embarqmail.com

Janet Jefford

8360 E. Club Rd. Boca Raton, 33433

860-881-6270 janet_jefford@comcast.net

Liaison to The American Legion:

Irma Wehrli

P.O. Box 1846, Lake City 32056-1846

386-397-6966 iwehrli@bellsouth.net

Unit Development and Revitalization:

Jane Hardacre
76 Live Oak Court, Safety Harbor, 34 udr@alafll.org
Committee Member: Eileen Wilson
Committee Member: Mary Kelly Perkins

President’s Personal Page:

Amber Oliver

HOSPITAL REPRESENTATIVES

Northeast Florida State Hospital (MacClenny):

Irma Wehrli
P.O. Box 1846, Lake City, 32056
386-397-6966 iwehrli@bellsouth.net

Florida State Hospital (Chattahoochee):

Kathee Coughlin
2117 Harriet Drive, Tallahassee, 32303
850-766-2521 katheec@yahoo.com

All Children’s Hospital (St Petersburg)

Dee Bell
326 72nd Ave, St Pete Beach 33706
727-360-1423 dbell834@tampabay.rr.com

New Horizons of NW Florida (Pensacola)

Martha S. McLaughlin
1431 Wishbone Rd, Cantonment 32533-8104
850-968-2257 charmar3@bellsouth.net

MEDICAL CENTER REPRESENTATIVES

Bay Pines: C.W. Bill Young VAMC

Pending Representative

Sandie Eck, Deputy

239-218-9912

sanran38@aol.com

Gainesville: Malcom Randall VA

Pending Representative

Lake City: VA Medical Center

Elaine Warner, Representative

619 S. Marion Avenue, Lake City 32025

386-755-3016 386-754-6452 (Fax)

Irma Wehrli, Deputy

386-755-3814

iwehrli@bellsouth.net

Orlando:

Paula Fox

5360 Lake Lizzie Dr Lot 96, St. Cloud, 34771

407-747-0725

foxinails1282@aol.com

Pending, Deputy

Miami:

Gail A. Dupuis, Representative

3041 SW 13 Ct., Ft. Lauderdale 33312

954-830-8903

gaildupuis5662@comcast.net

Pearl McIntyre, Deputy

954-232-3978

hobobill3@hotmail.com

Tampa: James E. Haley VA Hospital

Audra Anderson, Representative

319 Ariana Ave, Auburndale, 33823

863-604-7513

a.anderson1367@yahoo.com

West Palm Beach:

Rebecca Baruffi
4431 SE Sweetwood Way, Stuart, 34997
973-727-7087 Rjab12@optonline.net

VETERANS OUTPATIENT CLINICS

Broward: William “Bill” Kling VA Clinic

Monica Gray, Deputy
421 SE 1st Terrace, Pompano Beach 33060
954-788-9901 flymoni@bellsouth.net

Daytona VA Outpatient Clinic

Janie Rocke, Deputy
30 Stratford Place, Ormand Beach, 32174
386-212-1531 janierocke@yahoo.com

Lee County Veterans VA Outpatient Clinic

Sandie Eck, Deputy
10040 Bayshore Rd, North Fort Myers 33917
239-218-9912 sanran38@aol.com

Jacksonville VA Outpatient Clinic

Sandra Kass, Deputy
7909 Eaton Avenue, Jacksonville 32211
904-396-7175 sandi.kass66@yahoo.com

Tallahassee VA Outpatient Clinic

Pat Brennan, Deputy
421 Highlands, Havana, 42333
850-421-4190 stallingsp@hotmail.com

Viera VA Outpatient Clinic

Carol Axelrod, Deputy
3197 Cortona Dr., Melbourne 32940
321-722-2272 axelrod@axnw.com

STATE VETERANS' NURSING HOMES

Alexander Sandy Nininger, Pembroke Pines

Pending, Deputy

Baldomero Lopez, Land O' Lakes

Barbara Bird

4836 Balsam Dr, Land O' Lakes , 34639

(206) 735-0597 bhenson615@gmail.com

Clifford Chester Sims, Springfield

Karen Azzaro

1228 Plantation Dr. Panama City, 32404-8637

850-532-9697 ksazzaro@gmail.com

Clyde E. Lassen, St. Augustine

Bridgette Greene

474 Porta Rosa Circle, St Augustine, 32092

240-412-1420 bridgette-g@hotmail.com

Douglas T. Jacobson, Port Charlotte

Carol Schluep

3006 Caring Way Apt 431

Port Charlotte, Fl. 33952-5353

Emory L. Bennett, Daytona Beach

Janie Rocke

30 Stratford Place, Ormond Beach, 32174

386-212-1531 janierocke@yahoo.com

Robert H. Jenkins Veterans' Domiciliary (Lake City)

Elaine Warner

3873 NW Huntsboro St. #103, Lake City 32055

386 -754-6895

DEPARTMENT OF FLORIDA

The American Legion Commander

Michael “ Gambler” Raymond

PO Box 3e2, Fort Ogden, FL 34267-0032

407.247.5232 commander@floridalegion.org

Sons of the American Legion Detachment Commander

Gerard Sambets

29250 US 19 N Lot 42, Clearwater, 33761

727-515-7973 commander@floridasons.org

Riders Chairman

James “Jim” Wineland

840 Tournament Road, Ponte Verde, 32082

904-707-0733 legionriders@legionmail.org

HONORARY PAST DEPARTMENT PRESIDENTS

Mrs. Thelma H. Starks*

PAST NATIONAL PRESIDENTS

Mrs. A. J. Ryan, Sr., (Genevieve)* 1966-67

Mrs. Helen (Adams) Gardner * 1984-85

PAST DEPARTMENT SECRETARIES

Mrs. Pearle Adams*

Mrs. Edith Montgomery*

Mrs. Ruth McElya*

Mrs. A. J. Ryan, Sr.*

Mrs. Ruby Reed*

Mrs. Roberson W. (Ollie) Hughes*

Mrs. Vivian Stratton*

Marie Mahoney*

Robin Briere

Kimberly Sullivan

Patricia MacDonald

*Deceased

DEPARTMENT COMMANDER TIME DEPARTMENT PRESIDENT	CONVENTION AND PLACE
Robert A. Gray* Mrs. G. C. Bartholomew (Dorothy)*	1929-30 West Palm Beach
Ed. R. Bentley* Mrs. Ira C. Hopper (Suzann)*	1930-31 Tampa
Emmet Safay* Mrs. U. D. Roberts*	1931-32 Miami Beach
Gordon B. Knowles* Mrs. Rupert Smith (Katherine T.)*	1932-33 Havana, Cuba
Jos. E. Clark* Mrs. Moseley Collins (Gladys H.)*	1933-34 Gainesville
W. E. Whitlock* Mrs. S. S. McCahill (Alva)*	1934-35 Daytona Beach
Arthur R. Boring* Mrs. F. E. Weiser (Flossie)*	1935-36 Sarasota
Harry Johnston* Mrs. M. G. Gibbs (Elva)*	1936-37 Lakeland
A. D. Harkins* Sophia Lutz Pinder*	1937-38 Jacksonville
Wm. T. Comer* Mrs. Gillen McClure (Betty)*	1938-39 Ft. Lauderdale
Wm. C. Brooker* Mrs. Hal R. Whitehead (Daisy)*	1939-40 St. Petersburg
Lisle W. Smith* Mrs. A. L. Buzzell (Zoe)*	1940-41 Key West
Rupert Caviness* Mrs. M. L. Montgomery (Edith)*	1941-42 Orlando
Sam S. McCahill* Mrs. Frank Bradley (Eunice)*	1942-43 Jacksonville
Jess. G. Davis* Mrs. E. F. Westfall (Helen)*	1943-44 Jacksonville

Joe Frank*	1944-45
Mrs. E. F. Westfall (Helen)*	Orlando
E. Meade Wilson*	1945-46
Mrs. John Henry (Polly)*	West Palm Beach
H. Frost Bailey*	1946-47
Mrs. A. J. Ryan, Sr. (Gen)*	Miami
Frank H. Caton*	1947-48
Mrs. Jane Fleetwood*	Panama City
Paschal C. Reese*	1948-49
Mrs. A. J. McDonald (Nellie M.)*	Sarasota
Maxwell W. Wells*	1949-50
Mrs. Sally Pelot Mitchell*	Fort Lauderdale
Mrs. Alex Woods (Helen)*	
Donald K. Carroll*	1950-51
Mrs. Murray J. Crandall (Erma)*	Tampa
Frank J. Falsone*	1951-52
Mrs. A. G. Shand (Polly)*	Tallahassee
Frank Brigham*	1952-53
A. P. Drummond*	Orlando
Mrs. E. F. Humer (Audrey)*	
Joe E. Boyd, Jr.*	1953-54
Mrs. L. S. Marshall (Mary)*	St. Petersburg
Joe C. Jenkins*	1954-55
Mrs. Jessie Wright*	Sarasota
A. J. Thomas, Jr.*	1955-56
Mrs. E. E. Adams (Emma)*	Daytona Beach
Billy Anderson*	1956-57
Mrs. Earl W. Toole (Marianne)*	Ft. Lauderdale
Elmo Hood*	1957-58
Mrs. A. P. Drummond (Marguerite)*	Lakeland
E. J. Cooper*	1958-59
Mrs. Valentine Delles (Margaret)*	Jacksonville

Lawrence E. Hoffman*	1959-60
Mrs. Wm. Middleton (Lorraine)*	Tampa
John Lochrie*	1960-61
Mrs. Gaynell Andersen*	Cocoa
Sam McCollum*	1961-62
Mrs. Neal Wellman (Winifred)*	Miami
Arthur MacCarthy*	1962-63
Mrs. Leif Braksve (Esthera)*	Clearwater
John J. Adams*	1963-64
Mrs. John P. Arnold (Mamie)*	Jacksonville
W. M. Edwards*	1964-65
Mrs. E. A. Roberts (Carrie Mae)*	Tampa
C. Lamar Cannon*	1965-66
Mrs. George D. Sprague (Alice)*	Daytona Beach
Frank Scholtz*	1966-67
Mrs. John H. Lawlor (Harriet)*	Miami
Charles Kilgore*	1967-68
Helen Adams Gardner*	Clearwater
John Feeney*	1968-69
Mrs. J. W. Kuhn (Elouise)*	Fort Lauderdale
J. W. Dickson*	1969-70
Jan Croft *	Jacksonville
Frank Reyes*	1970-71
Mrs. Wm. I. Eisele (Myrtle)*	Miami
Johnson E. Davis*	1971-72
Doris Hahn*	St. Petersburg
R. A. Matiasek*	1972-73
Mrs. Raymond V Mahoney (Jean)*	Jacksonville
Nolie C. Deas, Sr.*	1973-74
Mrs. Reah Burton Feldman*	Hollywood
Henry Powell*	1974-75
Kay Kurtz*	Tampa
Lee H. Tate*	1975-76
Mrs. Vance Banks (Millie)*	Kissimmee

Anthony Ulchar*	1976-77
Mrs. Lee R. Terrell (Olga)*	Jacksonville
George L. Derrick*	1977-78
Mrs. James C. Malone (May)*	Hollywood
Robert F. Bechard*	1978-79
Mrs. Sidney C. Maguire (Addie)*	Orlando
Ed Bahret*	1979-80
Doris C. McKinna*	Tampa
Ray Mattox*	1980-81
Mrs. John D. George (Rita) *	Hollywood
Robert W. Sowerby*	1981-82
Mrs. Frank Fauth (Doris)*	Orlando
James A. Preece*	1982-83
Mrs. Alberdia Floyd*	Tampa
Harry F. McDowell *	1983-84
Marie Mahoney*	Tampa
Rheuben M. Hair, Jr.*	1984-85
Mrs. William Lauton (Mary)*	Orlando
Paul E. Rugers*	1985-86
Mrs. James D. Carlton (Fran)	Daytona
Robert J. Jackson*	1986-87
Mrs. Norman Deethardt (Helen)*	Orlando
Robert Proctor*	1987-88
Mary Ellen Hearn*	Tampa
Frank Reese *	1988-89
Mrs. Gene Bosben (Ruth)*	Tampa
Larry Sheets*	1989-90
Mrs. Harry McDowell (Kitty)*	Hollywood
Ray Daniels	1990-91
Mrs. Charles E. Bell (Ruby J.)*	Hollywood
Dennis Boland	1991-92
Beverly Evans*	Tampa

Charles Moreland*	1992-93
Mrs. Joseph F. Nalley (Mae)*	Orlando
Alan P. Hall*	1993-94
Alma L. Zeller*	Haines City
Wilson R. Timmons*	1994-95
Elizabeth Peluso*	Orlando
Dave DeLong*	1995-96
Shirley Fraser	Orlando
Ray Weaver*	1996-97
Patricia M. Donohue	Orlando
William Seemann*	1997-98
Eleanore Kernaghan*	Kissimmee
Lawrence Strainge*	1998-99
Mary M. Heenan*	Kissimmee
Roy R. Mahoney	1999-2000
Ruth Proctor	Kissimmee
Omer E. Smith	2000-2001
Kathy Rich	Haines City
Kenneth Powell*	2001-2002
Pat E. Humphreys*	Kissimmee
Clarence Hill	2002-2003
Doris Rash*	Orlando
Reggie Beverly	2003-2004
Betty Y. Barber *	Orlando
Tom Seitzinger	2004-2005
Maureen Costello	Orlando
Larry White	2005-2006
Eddie Herrington	Orlando
George Wehrli	2006-2007
Linda McKeon*	Orlando
H. Warren Post	2007-2008
Linda Teasley	Orlando

Paul Martel Kathee Coughlin	2008-2009 Orlando
Phil Hearlson Mary Kelly-Perkins	2009-2010 Orlando
Al Porter Irma Wehrli	2010-2011 Orlando
Fletcher Williams Jr. Diane Rousseau	2011-2012 Orlando
Al “Gunner” Dudley Peggy Hearlson	2012-2013 Orlando
Art Schwabe Gerrie Bailey*	2013-2014 Orlando
Jay Conti Erna Schwabe*	2014-2015 Orlando
Jim Ramos Pearl McIntrye	2015-2016 Orlando
Joe Magee Kelli Coppla (Becraft)	2016-2017 Orlando
Steve Shuga Treva Kay “TK” Wildrick	2017-2018 Orlando
Dianne Boland Michele DeGennaro	2018-2019 Orlando
William “Rick” Johnson Ann King Smith	2019-2021 ** Orlando
Jerry Brandt Wanda Brandt	2021-2022 Orlando
Eunice Butts Jane Hardacre	2022-2023 Orlando

*Deceased

** COVID 19 Pandemic

PAST DEPARTMENT PRESIDENTS

Birthdays & Address

Wanda Brandt 4344 Tideview Drive Jacksonville Beach, 32250	904-612-7687 3/16 wandabrandt@comcast.net
Mrs. James D. Carlton (Fran) 8432 Waterway Drive Lake Clarke Shores, 33406	561-312-8296 9/30 ladyusa@bellsouth.net
Kelli Coppla 342 Buena Vista Dr. S. Dunedin, 34698	727-560-2201 2/8 kbecraft2869@gmail.com
Maureen Costello 1464 SE 7th Street Deerfield Beach, 33441	954-429-9226 11/18 missmaur@aol.com,
Kathee Coughlin 2117 Harriet Drive Tallahassee, 32303	850-766-2521 9/23 katheec@yahoo.com
Michele DeGennaro 9401 Sunshine Blvd New Port Richey, 34654	727-457-8172 05/13 boxermom513@aol.com
Patricia M. Donohue 1659 NE 23rd Terrace Jensen Beach, 34957	772-215-2188 9/27 patmarkovic@yahoo.com
Shirley Fraser 3460 Saddlebrook Ct. Port Orange, 32129	386-295-2371 11/6 sassyf17@gmail.com,

Peggy Hearlson 14050 SE 53rd Ave Summerfield, 34491	352-875-4454 10/18 ppearlson@aol.com
Edie Herrington 5647 Muldoon Road Pensacola, 32526	850-456-8026 1/01 edyswty@bellsouth.net,
Jane Hardacre 76 Live Oak Court Safety Harbor, 34695	850-814-4663 3/18 janiehardacre@yahoo.com
Mary Kelly-Perkins 11711 Ocklawaha Dr Leesburg, 34788	813-508-3822 7/14 aladeptpres0910@yahoo.com
Ann King -Smith 1935 Tyler Ave Melbourne, 32935	321-312-5788 10/30 anninflorida@gmail.com
Pearl McIntyre 6800 NW 39th Ave. #362 Coconut Creek, 33073	954-232-3978 8/28 hobobill3@hotmail.com
Ruth Proctor 209 Mark Twain Lane Rotonda West, 33947	941-268-1932 6/01 ruthproctor209@gmail.com
Kathy "Kat" Rich 8311 Jackson Springs Rd Tampa, 33615	813-546-1461 7/30 Kat3rich@aol.com
Diane Rousseau 5250 Byron Road Fruitland Park, 34731-6101	352-360-0016 11/15 flfrogs@aol.com

Linda Teasley
97 Hardee Street
LaBelle, 33935

863-675-2086
5/1
elteasley@embargmail.com

Irma Wehrli
P.O. Box 1846
Lake City 32056-1846

386-755-3814
7/16
iwehrli@bellsouth.net

Treva Kay "TK" Wildrick
612 Prairie Lake Drive
Fern Park, 32730

407-462-0173
10/28
tkwildrick612@gmail.com

CONSTITUTION
of the
AMERICAN LEGION AUXILIARY

Department of Florida

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 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 good will 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

Sec. 1. The name of this organization shall be American Legion Auxiliary, Department of Florida.

ARTICLE II

NATURE

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

- Sec. 2. The American Legion Auxiliary shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III ELIGIBILITY

- Sec. 1. *Eligibility for membership in the American Legion auxiliary is determined by the American Legion.* 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;
 - (4) and to those women who of their own right are

eligible for membership in The American Legion

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

ARTICLE IV ORGANIZATION

- Sec. 1. The American Legion Auxiliary, Department of Florida, shall be composed of duly constituted Units which shall be organized into Districts according to the Districts of The American Legion, Department of Florida.

ARTICLE V DISTRICTS

- Sec. 1. The Department shall be divided into Districts with boundaries and designations in accord with those provided for by The American Legion, Department of Florida.
- Sec. 2. The Department President and the District Presidents

within their Districts shall have the power to call conferences of Units.

- Sec. 3. With the exception of the elections of a District President, Delegate and an Alternate Delegate to the next National Convention, no District Conference shall have the right to take any legislative action or to bind the Department, District or Units, and any action taken shall be considered advisory.
- Sec. 3. a. No Districts shall have their own Constitution and Bylaws.
- Sec. 3. b. The District President will be the keeper of all funds of the District and a Financial Report must be given at the Constitutional Conference. (See Standing Rule VII, 5)
- Sec. 4. District Conferences shall be composed of members from each chartered Unit in the District, except the District Constitutional Conference, which shall require delegates and alternates provided by Section 5.
- Sec. 5. In addition to any other conference that may be held in the Districts of the Department, there shall be held in each District, a District Constitutional Conference. This conference shall be composed of delegates and alternates. Each chartered Unit shall be entitled to two delegates and two alternates. It shall be entitled to one additional delegate and one additional alternate for each fifty (50) members or major fraction thereof. Each Unit shall have as many votes as it is entitled to elected delegates. The vote of any delegate absent and not represented by an alternate delegate shall be cast by the majority of the delegates present from their Unit. The President of the District shall have a vote as presiding officer. The membership of the Units is to be taken from

the membership bulletin last issued by the Department Headquarters.

- Sec. 6. Thirty (30) percent of Units in a District, represented at such conference by duly designated delegates, shall Constitute a quorum.

ARTICLE VI DEPARTMENT CONVENTION

- Sec. 1. The governing body of the American Legion Auxiliary, Department of Florida, shall meet at Department Convention to be held annually. If ample facilities are not provided, this need not be in conjunction with the convention of The American Legion, Department of Florida. Executive Committee approval is necessary for time and place of said Auxiliary Department Convention.
- Sec. 2. All resolutions sent to the Department Convention shall be drawn in proper form so as to provide that the resolution was adopted by the American Legion Auxiliary, Department of Florida, in Convention assembled, and that any such resolution not drawn in such form shall be returned by the Department Headquarters to the sponsor for correction. All resolutions shall be presented to the Department Headquarters at least six weeks prior to the Department Convention. The Convention may, however, by a two-thirds vote of the delegates present, waive the time requirement in the case of an emergency resolution. An emergency resolution shall be presented by the Chairman of three Unit delegations. Resolutions adopted by a Department Convention shall be bulletined to the Department Officers, the Unit Presidents, incoming Constitution

and Bylaws Chairman immediately following the close of said Convention.

- Sec. 3. Each chartered Unit shall be entitled to two delegates and two alternates. It shall also be entitled to one additional delegate and additional alternate for each fifty members or major fraction thereof whose current Department and National dues have been received by the Department Secretary thirty (30) days prior to the holding of the Department Convention. Each Unit shall have as many votes as it is entitled to registered delegates. All Department Officers and Past Department Presidents whose dues have been received by the Department Secretary thirty (30) days prior to holding the Department Convention shall be entitled to their own vote in the Department Convention. The vote of any delegate absent and not represented by an alternate delegate shall be cast by the majority of the delegates present from their Unit. The votes shall be equal to the Department Officers and Past Department Presidents in good standing and attending the Convention and the delegates or alternates properly certified.
- Sec. 4. Department Officers and Past Department Presidents as provided in Section 3, shall be Delegates-at-Large to the Department Convention with vote to be exercised with their respective Units.
- Sec. 5. A quorum shall exist at the Department Convention when thirty percent of the Units of the Department are represented, as provided above.

ARTICLE VII DEPARTMENT OFFICERS

- Sec. 1. Department Officers shall be President, 1st Vice President, 2nd Vice President, 3rd Vice President, Chaplain, Historian, Parliamentarian, District Presidents (one from each District), Secretary, Treasurer, Sergeant-At-Arms, National Executive Committeewoman and Alternate National Executive Committeewoman.
- Sec. 2. The Department Executive Committee at its first meeting following the Department Convention shall confirm a volunteer Department Secretary. They will also confirm a Department Treasurer who has been recommended by the Department Finance Committee. Both shall be appointed by the Department President.
- This Department Secretary and Department Treasurer may serve an unlimited number of terms and shall be confirmed annually by the Department Executive Committee. The Department Treasurer may be removed for cause by a majority vote of the Department Executive Committee. The Department Secretary and Department Treasurer shall be a member of the Department Executive Committee, and, when the position/positions are held by an employee of the Department Headquarters, the Department Secretary and Department Treasurer shall serve with all rights except the right to vote. When a vacancy occurs, the Department Treasurer shall be selected by the Department Finance Committee from duly qualified applicants and recommended to the Department President for appointment.
- Sec. 3. The Department Sergeant-at-Arms and the Department Parliamentarian shall be appointed by the Department President and approved by the Department Executive Committee.
- Sec. 4. All elected officers, except District Presidents, shall be

elected at each Annual Convention and shall hold office until the next Annual Convention. The officers of this Department shall be installed at the annual Department Convention.

- Sec. 5. No person shall be eligible for re-election to the office of Department President, Department 1st Vice-President, Department 2nd Vice-President, and Department 3rd Vice-President. No Unit shall have an endorsed candidate for the office of Department President in succession. District Presidents shall not be eligible for the same office for more than two terms in succession. No Unit shall endorse a candidate for District President who has not served as it's Unit President for at least six months. A candidate who is not eligible for endorsement for District President may not campaign in advance of or during the District Constitutional Conference.
- Sec. 5.a The Department Chaplain and the Department Historian shall serve a one year term and shall be eligible for reelection.
- Sec. 6. Unless otherwise provided for, vacancies in elected offices occurring between annual conventions shall be filled by the Department President and ratified by a majority vote of the Department Executive Committee.
- Sec. 7. In the event of the resignation, death, or inability to serve of the National Executive Committeewoman, a new National Executive Committeewoman shall be appointed by the Department President and ratified by a majority vote of the Department Executive Committee. This member shall be a Past Department President due to the past experience in this position. (See Standing Rules, Article II, Section 1).

ARTICLE VIII
DEPARTMENT EXECUTIVE COMMITTEE

- Sec. 1. There shall be a Department Executive Committee comprised of the Department Officers, (as set forth in the Constitution, Article VII, Officers, Sec 1), and Past Department Presidents.

ARTICLE IX
FISCAL YEAR

- Sec. 1. The fiscal year of the Department of Florida shall be from July 1st to June 30th.

ARTICLE X
AMENDMENTS

- Sec. 1. This constitution may be amended at any Department Convention by a vote of two-thirds of the total authorized representation thereat, provided that the proposed amendments shall have been submitted through the Department Headquarters to the Units and members of the Department Executive Committee by mailing same to them at least thirty (30) days prior to the convening of the next Department Convention; provided further, it may be amended by unanimous vote at any Convention without notice; and provided further, that all proposed amendments shall be read at a regular session of the Convention at least twenty-four hours before the vote is taken thereon.
- Sec. 2. This Constitution shall be automatically amended to conform to the National Constitution and Bylaws and Standing Rules of the American Legion Auxiliary. All changes must be presented as housekeeping changes to the convention body prior to changes being made.

BYLAWS
ARTICLE I
ELECTION OF DEPARTMENT OFFICERS

- Sec. 1. Election of officers shall be by ballot, a majority of votes cast shall be necessary to elect. When there are more than two candidates for an office and one candidate does not receive a majority, the two candidates getting the most votes shall be placed on a second ballot. When there is but one candidate for an office, the ballot may be dispensed with and the nominee declared elected.
- Sec. 2. Candidates for Department office shall be nominated from the floor of Department Convention twenty-four (24) hours before election. See Standing Rule Item VIII, Section 5.
- Sec. 3. All Department Officers, members of the Department Executive Committee and all standing committees shall be in good standing in their local Units.

ARTICLE II
DUTIES OF DEPARTMENT OFFICERS

- Sec. 1. a. Department President: It shall be the duty of the Department President to preside at all meetings of the Department Convention assembled and the Department Executive Committee and to appoint standing committees and to create such other committees and appoint members thereon as the President deems advisable, and to appoint all Officers, representatives to non-VA medical facilities and VA medical facilities (appointments of VA medical facility representatives shall be made upon the recommendation of the Department Finance Committee) not otherwise

provided for, with the approval of the Department Executive Committee. The Department President shall be an ex-officio member of all Committees and shall perform such other duties as are usually incident to the Office. The Department President shall be charged with the responsibility of executing the mandates of the Department Convention and the Executive Committee. The Department President shall not waive their rights to the Department Secretary or any other person permitting the signing of her name to applications for Charters issued by the National Headquarters or any other legal document pertaining to the Department. In case of the resignation, death, suspension or removal from office of the Department President, the Department 1st Vice President shall immediately take office and assume all the duties of the President until the close of the next Department Convention.

Sec. 1. b. In case of inability of the Department Secretary to perform the assigned duties, the Department President shall appoint a replacement for the remainder of the term and who shall be ratified by the Department Executive Committee. No current or past employee may serve as a volunteer secretary.

Two signatures are required for withdrawal of funds or entry into any lock boxes or depository of Auxiliary properties.

Sec. 1. c. In case of inability of the Department Treasurer to perform the assigned duties, the Department President, Chairman of the Finance Committee or Department 1st Vice President may perform the duties in an emergency.

Sec. 2. The Department 1st Vice-President shall perform such services as may be required by the Department

President and as may be outlined in the Standing Rules of the Department of Florida, and shall represent the Department President when requested to do so by the Department President. It shall be the duty of the Department 1st Vice-President to immediately assume the duties of the office of President upon the resignation, death, suspension, or removal from office of the Department President. When assuming the Presidency under these circumstances, The Department 1st Vice-President is eligible to become a candidate for a full term as Department President.

- Sec. 2. a. The duties of the Department 2nd Vice-President shall be to serve as the Department Veterans Affairs and Rehabilitation Chairman and to visit all VA Hospitals, two (2) State Veterans Nursing Homes and two (2) VA Outpatient Clinics.
- Sec. 2. b. The duties of the Department 3rd Vice-President shall be to serve as the Department Children and Youth Chairman and to visit all children's facilities sponsored by the Department.
- Sec. 3. The Department Secretary shall conduct all official correspondence under the direction of the Department President. The Department Secretary shall keep a record of the proceedings of the Department Convention and the Department Executive Committee meetings. The Department Secretary shall handle all secretarial and clerical duties incumbent upon the office. The Department Secretary shall sign all checks under \$4,000.00. (Per # 8 of financial controls)

The Finance Committee will be responsible for hiring and terminating office staff and the Department Treasurer will maintain all employment records. All

payroll must stay within the approved budget. The Department Secretary shall perform all other duties incidental to the office. The Department Secretary works with the Department Treasurer and Finance Committee in preparing the annual budget.

Sec. 4. The Department Treasurer shall receive and keep a record of all monies received from the Units and other sources. The Department Treasurer shall be the custodian of the funds of the Department organization and shall account for same. The Department Treasurer shall disburse funds, as prescribed by the Department, and prepare quarterly Budget Variance reports and email copies to the Department President and Department Finance Committee. The Department Treasurer shall inform the Department President and/or Finance Chairman regarding problems, irregularities, issues and concerns. The Department Treasurer works with the Department Finance Committee in preparing the annual budget. The accounts shall be audited annually by a Certified Accountant, and all findings reviewed by the risk & Compliance Committee.. The Department Treasurer shall perform all other duties incidental to the office.

Sec. 5. The Department Chaplain shall officiate as such at the Department Conventions, and shall perform such other duties ordinarily incident to the office .

Sec. 6. The Department Historian shall compile the historical records of the Department organization and make a report to the National Historian.

Sec. 7. District Presidents shall be in charge of the affairs of the American Legion Auxiliary Units in their Districts under the direction of the Department President. It shall

be the duty of the District Presidents to encourage and promote in every way, the growth, welfare and accomplishments of the Units, they shall be charged with the responsibility of coordinating the activities of the Units and assisting in the organization of new Units in their Districts. The District Presidents shall preside at all District meetings during the year.

ARTICLE III

DUTIES OF DEPARTMENT EXECUTIVE COMMITTEE

- Sec. 1. The administrative and executive powers shall be vested in the Department Executive Committee. The Department Executive Committee shall have the power and authority in case of emergency to call a Department Convention, provided that notice of at least thirty (30) days prior thereto be given to all Units, and the reason stated for calling such Convention. Place of the meeting upon such occasion shall be designated by the Department Executive Committee. The Department Executive Committee shall have the power to appoint subcommittees on such matters delegated to it. The Department Executive Committee shall have authority to remove Department paid personnel for cause.
- Sec. 2. The Department Executive Committee shall meet within twenty-four hours preceding the Department Convention's first general session and within twenty-four hours after new officers have been installed and thereafter at the call of the Department President, providing that notice of at least two weeks prior thereto shall be given to all members of the Committee.
- Sec. 3. A quorum for the Department Executive Committee shall be a majority of the membership of the Department Executive Committee.

ARTICLE IV
DEPARTMENT COMMITTEES

- Sec. 1. The Department President shall appoint chairmen of standing committees which are named by the National President and such other committees as Department President shall deem necessary or advisable; said Chairmen to be ratified by the elected members of the Department Executive Committee and the Past Department Presidents.
- Sec. 2. There shall be a standing Finance Committee that shall consist of Ten (10) members. The Committee shall be composed of the Department President, Department 1st Vice-President (with a voice, but no vote), Department 2nd Vice President (with a voice, but no vote) Department 3rd Vice President (with a voice, but no vote), Department Secretary (with a voice, but no vote), Department Treasurer (with a voice, but no vote), Immediate Past Department President and three members. The Department President shall appoint a Committee member to serve a three (3) year term, and said appointee to be experienced in financial matters. No appointee shall serve successive terms. The Finance Committee shall meet at the call of the Committee Chairman, with the approval of the Department President, or at the call of the Department President.

The Department Finance Committee shall oversee the general financial policy of the Department organization, subject to the approval of the Department Executive Committee. It shall be charged with the preparation of the yearly budget which shall be voted on by the Convention assembled; shall supervise the expenditure of funds under the budget; and shall receive resignations and applications for all headquarters staff.

(See Constitution, Article VII, Officers, Section 2.)

- Sec. 3. There shall be a standing Veterans Affairs and Rehabilitation Committee of two (2) members to consist of a Service to Veterans member and one other member. Each member shall be appointed for a one-year term. The Chairman shall be responsible for all monthly activity reports from the representatives of the seven (7) VA Medical Centers and the representatives of the Outpatient Clinics. The Service to Veterans committee member shall receive all activity reports for the six (6) State Veterans Nursing Homes. The Service to Veterans committee member shall receive report forms from Unit members with Service to Veterans hours. The VA&R Committee's budget and recommendations shall be submitted to the Chairman of the Department Finance Committee for the Committee's approval and inclusion in the Department's overall Budget, at least forty-five (45) days prior to the Department Convention.
- Sec. 4. There shall be a Children and Youth Committee of three (3) members to include a Chairman and two (2) committee members. The children's medical facility representatives are responsible to the Chairman of this committee.
- Sec. 5. There shall be a standing Girls State Committee of five (5) members to include a Chairman, two (2) committee members, Director and Assistant Director. The Chairman and two (2) committee members will serve staggered three (3) year terms, one (1) member appointed each year by the Department President. No Committee appointee shall serve successive terms. The Girls State Director and Assistant Director shall be appointed by the Department President for a one (1) year term subject to ratification by the Department Executive

Committee. In the event a vacancy occurs on the committee, the Department President shall fill the vacancy for the remainder of the term vacated. The Girls State Chairman, Director and Assistant Director shall prepare and submit a committee budget (to include the Girls State session) to the Chairman of the Department Finance Committee for the committee's approval and inclusion in the Department's overall budget, at least forty-five (45) days prior to Department Convention.

Sec. 6. There shall be a Public Relations Committee of three (3) members to include a Chairman and two (2) committee members.

Sec. 7. There shall be an Education Committee of three (3) members to include a Chairman and two (2) committee members. The Education Committee shall submit to the Chairman of the Department Finance Committee its recommendations for all Scholarship Awards, and its proposed Budget, at least forty-five (45) days prior to Department Convention.

Sec. 8. There shall be a National Security Committee of three (3) members to include a Chairman and two (2) committee members.

Sec. 9. There shall be a standing Unit Development and Revitalization Committee of three (3) members to include a Chairman and two (2) committee members. The Chairman and two (2) committee members will be appointed each year by the Department President. At the request of Units and/or District President, and approved by the Department President. The UD&R committee will assist with the following: revitalizing existing Units, New Charters, Unit Conflicts and Unit Audits, or any other issues as determined by the Department President.

Sec. 10. a. There shall be a Risk & Compliance committee composed of three (3) members,. The Department President shall appoint one Committee member to serve a three (3) year term and said appointee to be experienced in financial matters. No appointee shall serve successive terms. This Committee shall be considered a Special Committee.

Sec. 10.b. The Risk Compliance Committee responsibilities are to:

1. Review the integrity of financial statements and financial disclosures;
2. Ensure compliance with legal and regulatory requirements;
3. Engage the independent auditor and review and approve the annual financial audit and IRS Form 990;
4. Oversee the organization's internal controls and risk-management procedures;
5. Meet periodically with management and auditors to gain an understanding of the potential significant risks and exposures facing the organization; and propose needed internal controls to reduce risks.

The Committee Shall be ratified at each Post Convention Executive Committee meeting.

Sec. 11. There shall be a Junior Activities Committee of four (4) members to include a Chairman and three (3) committee members .

ARTICLE V UNIT ORGANIZATION

Sec. 1. Units shall be chartered by the National President and National Secretary upon receipt of the charter application properly executed, and accompanied by the per capita dues and individual membership record

forms. Application for Unit Charters shall be signed by the Department President, the Commander and Adjutant of The American Legion Post to which the Unit is attached and, said charter shall be closed thirty days after same has been signed by the Post Commander.

- Sec. 2. The minimum membership of a Unit shall be ten senior members.
- Sec. 3. Units shall be given the name and number of The American Legion Post to which they are attached.
- Sec. 4. Each Unit of the American Legion Auxiliary shall be the judge of its own membership, subject to restrictions of the Constitution and Bylaws except that no person who is a member of an organization which has for its aim the overthrow of the United States Government by force, violence, 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.
- Sec. 5. The National Executive Committee may suspend or revoke the Charter of a Unit, which violates the National Constitution and Bylaws, or any specified action of the National Convention, or of the National Executive Committee.
- Sec. 6. All officers of the Units, with the exception of the Secretary, who may be appointed by the President, shall be elected annually not more than ninety (90) days nor less than fifteen (15) days prior to the Department Convention. Said officers shall be certified to the Department Headquarters not less than ten (10) days prior to the Department Convention, certification to be made on forms furnished by the Department

Headquarters. If possible installation shall be at a time coincident with The American Legion Post to which it is attached. In the event of a vacancy caused by death, resignation or removal from office, the name of the successors shall be promptly reported to the Department Headquarters within one week after the vacancy is filled.

- Sec. 7. All Units shall adopt a Constitution and Bylaws conforming to the Department and National Constitution and Bylaws of the American Legion Auxiliary. Send one (1) original signed by the Unit President and Unit Secretary, showing date of Unit's approval to Department of Florida every ten (10) years.
- Sec. 7. a. When changing only the Standing Rules include cover note stating that only Standing Rules are being changed.
- Sec. 8. A new Unit shall adopt a Constitution and Bylaws and Standing Rules and submit one (1) copy to the Department of Florida not later than sixty (60) days after receiving their permanent charter.
- Sec. 9. All Units shall be incorporated under the laws of the State of Florida. Copy of approved articles to be on file at Department Headquarters
- Sec. 10. All Units are required to file an annual (990, 990EZ, or 990N) report with the IRS. Copy of annual report to be on file at Department Headquarters.
- Sec. 11. Electronic meetings and voting may be held in an emergency situation or at any time a Unit's officers deem necessary. Notification of an electronic meeting and /or voting must be sent to each member of the Unit via email or regular mail if no email address is available and shall contain an agenda and any documents that

participants will need to reference in advance so that participants can follow the flow of the meeting and /or voting procedure. Minutes of the electronic meeting must be created as well as recording the motions and votes.

ARTICLE VI DEPARTMENT FINANCE

- Sec. 1. The revenue of the Department shall be derived from the annual dues of members and by such other means as may be determined by the Department Executive Committee. Each annual Department Convention shall determine the amount of Department dues for each succeeding fiscal year.
- Sec. 2. The annual National dues as determined by the National Convention each year shall be collected by the Unit and paid through the Department Headquarters to the National Treasurer whenever the same becomes due and payable.
- Sec. 3. Annual dues shall be payable annually for the succeeding calendar year. A member failing to pay such annual dues by January 31st 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 31st of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without vote of the Unit, where the Constitution of the Unit requires a vote on application for membership and the payment of all past dues, or by reestablishing eligibility and making application as a new member.
- Sec. 4. Each Unit shall be required to remit all Department and

National dues collected and reported to Department Headquarters at least once each month.

- Sec. 5. All monies of the Department for any and all purposes whatsoever shall be received and disbursed by the Department Treasurer.

ARTICLE VII SUBSIDIARY ORGANIZATIONS

- Sec. 1. All Department Subsidiary Organizations of the American Legion Auxiliary shall be subject to regulations of the action of the Department Executive Committee.
- Sec. 2. All Department Subsidiary Organizations shall have Department dues no higher than the Department Auxiliary dues, and said subsidiary organization shall be required to file a complete financial statement of receipts and expenditures with the Department President and the Department Finance Committee before each Department Convention.
- Sec. 3. All Department Subsidiary Organizations' Proposed Budget and Financial Statements or receipts and expenditures shall be submitted to the Chairman of the Department Finance Committee, for the Committee's approval, forty-five (45) days prior to the Department Convention. Pursuant to Section 2, Article VII, of the Department Bylaws, the required financial statement or receipts and expenditures shall be submitted prior to the Department Convention.

ARTICLE VIII REVOCATION, CANCELLATION OR SUSPENSION OF CHARTER

Sec. 1. The Department Executive Committee by a two-thirds vote may order the suspension of a Unit Charter for a period not to extend beyond the closing of the next succeeding Department Convention, as a disciplinary measure, or pending action relative to a final revocation. A cancellation shall be in order where two or more Units merge, where a Unit voluntarily ceases to function, or under such other conditions as might make such action necessary.

Sec. 2. Any Unit failing to meet the obligations imposed upon it by the Constitution and Bylaws or ruling of the Convention or Executive Committee, or ceasing to function from one Department Convention to another as an American Legion Auxiliary Unit, or refusing to pay the per capita tax due Department and National Organizations, shall upon order of the Department President, surrender the Charter. Upon failure to surrender such charter, immediate steps may be taken for its revocation. When any Unit Charter has been revoked or cancelled or when any Unit ceases to function in accordance with this Section, all Unit records and funds shall immediately be forwarded to Department Headquarters.

Upon revocation, cancellation or suspension of the charter of a Unit in the Department of Florida, said Unit shall immediately cease operations and upon revocation, cancellation or suspension shall turn over its charter to the Department President or Department Executive Committee, and the Department Executive Committee is authorized, empowered and directed by and through its duly authorized agent to take possession, custody and control of all records, property funds and any other assets of said Unit, provided, however, that nothing herein shall be construed as requiring the Department to take over

and assume any financial responsibility as to such property. Said Department Executive Committee may provide for the transfer of the members in said Unit to other Units of their choice, subject to the approval of such other Unit.

Sec. 3. American Legion Auxiliary Units suffering the revocation of their charters may appeal the decision of the Department Executive Committee to the National Executive Committee.

Sec. 4. Any Unit whose charter has been revoked for misconduct shall be prohibited from applying for a charter in the American Legion Auxiliary for a period of five (5) years from the initial date of the revocation of said charter.

ARTICLE IX DELEGATES TO NATIONAL CONVENTION

Sec. 1. Each District shall be entitled to one Delegate and one Alternate Delegate.

Sec. 2. The Department President, Immediate Past Department President and Department Secretary shall be elected delegates by reason of their office. Their Alternate Delegates shall be elected from the membership at large at the Department Convention.

Sec. 3. When increased membership entitles the Department of Florida to additional Delegates and Alternate Delegates, such extra Delegates and Alternate Delegates shall be elected from the membership at large at the Department Convention.

Sec. 4. Delegates and Alternate Delegates shall be elected in

accordance with the plurality of the votes cast, that is, those receiving the most votes shall be declared elected Delegates, and those receiving the next highest votes shall be declared elected Alternate Delegates.

Sec. 5. The Immediate Past Department President shall be designated as Chairman of the delegation at the National Convention and the Department Secretary shall be designated as the Secretary of the delegation. In the event the Department Secretary is unable to attend the Convention, the Immediate Past Department President shall appoint a Convention Secretary to serve as Secretary of the delegation. The expense of the appointed Secretary shall be paid in accordance with the approved budget.

Sec. 6. The Chairman of the delegation at the time of the National Convention shall designate elected alternates to fill any vacancies in the delegation.

ARTICLE X TRANSFER OF MEMBERSHIP

Sec. 1. Any member in good standing in a Unit shall be entitled to transfer to another Unit.

Sec. 2. Any member in good standing wishing to transfer to another Unit must present to the new Unit with their current membership card. Upon acceptance of the transfer applicant by the new Unit, the Unit Secretary will complete the Member Data Form. The member shall then be entitled to active membership in said Unit. No dues shall be transferred.

ARTICLE XI DISCIPLINE OF MEMBER

- Sec. 1. For any violation of the Department or National Constitution, or for conduct improper or 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 shall be binding only in the event said member or officer shall have been given fifteen (15) days' notice in writing by the Unit Executive Committee, of the charges and the hearing thereon. Either party may have the right to appeal to the Department Executive Committee and its action hereon shall be final. The expense of such appeal shall be borne by the appellant.
- Sec. 2. No person who has been expelled by a Unit shall be admitted to membership in another Unit without the consent of the expelling Unit, except that where such consent has been asked for and denied by such Unit. Said person may then appeal to the Executive Committee of the Department of the expelling Unit for permission to be admitted to membership in another Unit, and shall be ineligible for membership until such permission is granted.
- Sec. 3. No member or group of members shall subject the Department to liability without authorization of this Department.
- Sec. 4. In dealing with the Department Judge Advocate, the American Legion Auxiliary shall adopt and follow the provisions set forth in Article V, Section 8 of the Bylaws of The American Legion, Department of Florida, to the same extent and as fully as if the same had been incorporated in and made a part of its own Constitution and Bylaws.

ARTICLE XII
CONSTITUTIONAL AUTHORITY

- Sec. 1. The authority under which all Units of the Department of Florida, American Legion Auxiliary shall function is vested in the Department of Florida's Constitution and Bylaws and in such Standing Rules as may have been duly adopted and set forth in the Unit Guide of the Department of Florida. Any provision of any Unit Constitution and Bylaws or Standing Rules in conflict with the foregoing authority shall be void.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

- Sec. 1. The Department organization shall be governed by "Roberts Rules of Order, Newly Revised," on all points not covered by the Constitution and Bylaws.

ARTICLE XIV
AMENDMENTS TO THE BYLAWS

- Sec. 1. These Bylaws may be amended at any Department Convention by a vote of two-thirds of the total authorized representation thereat, provided that the proposed amendment shall have been submitted through Headquarters to the Units and members of the Department Executive Committee by mailing to them a least thirty (30) days prior to the convening of the next Department Convention; provided further, that it may be amended by unanimous vote at any Convention, without notice; and provided further, that all proposed amendments shall be read at a regular session of the Convention at least twenty-four hours before the vote is taken thereon.

- Sec. 2. These Bylaws shall be automatically amended to conform to the National Constitution and Bylaws and Standing Rules of the American Legion Auxiliary. All changes must be presented as housekeeping changes to the Convention body prior to changes being made.

STANDING RULES DEPARTMENT OF FLORIDA

I DEPARTMENT ORGANIZATION

- Sec. 1. The Department will maintain headquarters at Orlando, Florida.
- Sec. 2. No Department, District or Unit Officer, or Chairman, or Unit member shall make available a membership list to any prospective candidate for public office.
- Sec. 3. In the event of the death of a current Department Officer or a current Department Chairman, elective or appointive, or a Past Department President, the Department President shall be empowered to appoint a member to attend the funeral services at Department expense (if travel is necessary). Department shall provide a tribute of fifty dollars (\$50.00) to the Department Memorial Scholarship Fund in memory of the deceased . In the case of a Past Department President, all Past Department Presidents shall be notified by the Department Headquarters at the expense of the Department.

II DEPARTMENT PRESIDENT

- Sec. 1. The Department President may send requests for ratification of appointment of chairmen of standing

committees, appointments to fill vacancies in office, other appointments not otherwise provided for, as well as requests for referendum votes on urgent matters, by mail or by electronic means to members of the Department Executive Committee. Votes should be cast and returned to Department Headquarters within fifteen (15) days.

- Sec. 2. Within ninety (90) days of installation the Department President shall visit and inspect the facilities for Department Convention. If facilities do not meet the needs of the Auxiliary, the Department President will arrange for a suitable site to meet our needs.
- Sec. 3. The Department President shall schedule a Workshop for Department Officers and Chairmen within forty-five (45) days after the close of the Convention providing accommodations are available.
- Sec. 4. The Department President shall visit in every District as early as possible in the administrative year, dates to be given to District Presidents at the Department Workshop.
- Sec. 5. The Department President shall have authority to appoint the Chairman and Co-Chairman of Department Conferences and the Department Convention during their administration. The Department President shall give approval for all functions and plans pertaining to the Department Convention.
- Sec. 6. When a National President or Southern Division National Vice President is the official guest of the Department of Florida, suitable lodging shall be available for them during their visit. If the headquarters hotel does not provide complimentary lodging, it shall be paid from Department funds.

III DEPARTMENT HEADQUARTERS STAFF

Sec. 1. The Department Secretary shall conduct all official correspondence under the direction of the Department President. The Department Secretary shall keep a record of the proceedings of the Department Convention and the Department Executive Committee meetings. The Department Secretary shall handle all secretarial and clerical duties incumbent upon the office. The Department Secretary shall sign all checks under \$4,000.00. (Per # 8 of financial controls)

The Finance Committee will be responsible for hiring and terminating office staff and the Department Treasurer will maintain all employment records. All payroll must stay within the approved budget. The Department Secretary shall perform all other duties incidental to the office. The Department Secretary works with the Department Treasurer and Finance Committee in preparing the annual budget.

Sec. 1. a The Department Treasurer shall receive and keep a record of all monies received from the Units and /or other sources. The Department Treasurer shall be the custodian of the funds of the Department organization and shall account for same. The Department Treasurer shall disburse funds prescribed by the Department and make reports upon the condition of the Department treasury to the Department President and the Department Finance Committee. The Department accounts shall be audited annually by a Certified Accountant, and quarterly by the Department Audit Committee. The Department Treasurer shall turn over to their successor all money, vouchers, books, and papers belonging to the Department. The Department Treasurer shall keep all

records and perform all other duties incident to the office.

- Sec. 2. A form, used in reporting names and addresses of Unit Officers to Department Headquarters and to District Presidents, will be available on the Department website. Completed forms are to be sent to Department headquarters immediately following elections.
- Sec. 3. The proposed budget for the Department shall be made available to the Chairman of each Unit delegation, to each Past Department President in attendance, and to each elected Department Officer present at Department Convention.
- Sec. 4. Department Chairmen's Program – To be no more than three (3) pages. Outline (front and back sides of 8 ½" x 11" paper) with Awards printed front and back side of 2nd sheet. Unit annual report on front and back side of 3rd sheet. Unit and District Annual Report must be copy ready. Department Chairmen's Program must be completed and turned into the Department President by end of Bootcamp.
- Sec. 5. Call to Fall Conference and Department Convention shall be sent to all Department Officers and Chairmen, Past Department Presidents and Unit Presidents.
- Sec. 6. Monthly Contribution Sheets shall be posted online monthly.
- Sec. 7. Prior to the Constitutional Conference, Department Headquarters shall send to each Unit President a form for certifying elected delegates to the Constitutional Conference. The completed form will be presented to the District Secretary at the conference.

- Sec. 8. The Department Headquarters is responsible only for the housing of official delegates at the National Convention by certifying a list which is forwarded to the Department Adjutant for completion. Any member (not a delegate) wishing to attend the National Convention should make reservations through the Department Adjutant of The American Legion.
- Sec. 9. The Department Secretary shall furnish the Department Convention Chairman a complete and comprehensive outline of the duties. This outline will include the duties of the various committees functioning under the Department Convention Chairman.
- Sec. 9. a. At the close of the Convention a statement of expenses with receipts shall be submitted by the Convention Chairman to the Department Treasurer for reimbursement according to the Department Budget.

IV

NATIONAL EXECUTIVE COMMITTEE AND CANDIDATE(S) FOR NATIONAL OFFICE(S)

- Sec. 1. The National Executive Committee person functions as a National Officer representing the state. It is recommended that the Immediate Past Department President shall be elected National Executive Committee person. Due to their vast experience as a Department President, the NEC will attend at the expense of the National Organization, the National Executive Committee meetings and the National Convention and is given all the courtesies at meetings and social events, accorded to a National Officer.
- Sec. 2. It is also recommended that the incoming Department

President be elected to serve as the Alternate National Executive Committeeperson, during the term of their office. The Alternate National Executive Committeeperson functions only if the National Executive Committeeperson becomes unable to carry out their duties, until a new National Executive Committeeperson is appointed and ratified. (See Standing Rules, Article II, Section 1).

- Sec. 3. Any member aspiring to a National Office should have a recommended endorsement from their Unit brought to the floor of the Department Convention for confirmation and, if office is not for the succeeding year, the confirmation shall be read at each succeeding Convention of their candidacy.

V

GENERAL RULES FOR DEPARTMENT OFFICERS AND CHAIRMEN

- Sec. 1. All elections of the following officers of the American Legion Auxiliary, Department of Florida, namely: President; 1st Vice President; 2nd Vice-President; 3rd Vice- President, Chaplain and Historian plus National Executive Committeewoman and Alternate shall be held on the second day of Convention and all nominations for such officers shall be made twenty-four (24) hours prior to the election. See Article 1 Department Bylaws.
- Sec. 2. Each Department Committee, standing or special, shall have a chairman. Such chairman and committee shall be appointed by the Department President in such numbers as the Department President shall deem proper, with the exception of those committees specifically named and described as provided in the Constitution and Bylaws. Only the Department President shall be ex-officio

member of all committees. Officers and other members of the Department may be invited to meet with such committees to give specific information but they shall not constitute a part of the committee and shall have no vote in any decision of the committee meeting.

- Sec. 3. All Department Officers and Chairmen are to submit reports when requested by the Department President. After reading report at Department Convention, one (1) copy shall be turned over to the Department Secretary. Department Chairmen will submit to their respective National Chairmen a report by a date specified by their respective National Chairman.
- Sec. 4. No officer shall serve as Chairman of a Department Committee while in office, except the Department Vice Presidents.
- Sec. 5. Each Department Officer and Chairman is requested to keep a file containing a record of the activities of the Committee during the year. Said file shall be turned over to the incoming Department Officer or Chairman for their information.
- Sec. 6. Invitations received by any Department Officer from other organizations for representation of the Department shall be forwarded to the Department President for their attention and action.
- Sec. 7. All Department Officers and Chairmen shall attend all meetings of the Department Executive Committee. Expenses shall be allowed in accordance with the budget adopted at Department Convention. There is no expense allowance for the Post Convention Department Executive Committee meeting.

- Sec. 8. Department Chairmen shall attend Department Workshop. Expense shall be allowed in accordance with the budget adopted at Department Convention.
- Sec. 9. It shall be the duty of the incoming Membership Chairman to set goals for the following year upon receipt of the Department Membership bulletin at the close of books thirty (30) days prior to annual convention, and present same to the Post-Convention Department Executive Committee meeting for adoption.
- Sec. 10. A mandatory meeting for incoming District Presidents will be conducted at the time and place of the Department Convention. The Department 1st Vice-President will be responsible for making arrangements for said meeting.
- Sec. 11. All citations and/or awards **MUST HAVE THE APPROVAL** of the Department President **BEFORE** being announced to **THE UNITS**.

VI DEPARTMENT VICE PRESIDENTS

- Sec. 1. The duties of the Department 1st Vice-President are set forth and described in Article II, Sec. 2, of the Bylaws.
- Sec. 2. The duties of the Department 2nd Vice-President are set forth and described in Article II, Sec. 2a, of the Bylaws.
- Sec. 3. The duties of the Department 3rd Vice-President are set forth and described in Article II, Sec. 2b, of the Bylaws.

VII DISTRICT PRESIDENTS

- Sec. 1. The District President is the official Installing Officer for Units within their District. See Article IX, Sec. 8 of Standing Rules.
- Sec. 2. The District President shall familiarize their self with the installation ceremony in the Manual of Ceremonies and give thorough instruction to the Sergeant-at-Arms prior to the installation. The District President's message should never exceed the time allotted by the Unit.
- Sec. 3. The District President shall appoint District Officers and Chairmen of Committees corresponding with those named and functioning in the Department. Distribute positions among as many Units as possible. Forward names and addresses of appointees to the Department Headquarters on the form provided immediately upon appointment. The District President is responsible for any vacancies not filled in their District. No Department funds are available for expenses of those District Officers and Chairmen.
- Sec. 4. The District Presidents shall sign for all packets, in turn each Unit President shall sign for theirs, and these signatures shall be returned to Headquarters. If packets are not delivered within forty-five (45) days, they shall be returned to Headquarters. If this procedure is not followed, the cost of the packets shall be deducted from the District Presidents' quarterly allowance. Packets are valued at \$40.00.
- Sec. 5. District dues, payable to President, shall not exceed twenty dollars (\$20.00) per Unit and are to be used for operating expenses (i.e. bulletins, postage, etc.) not for personal use of any Officer or Chairman. The District President shall keep all funds of the District and a Financial Report must be given at the Constitutional

Conference.

- Sec. 6. District Presidents shall keep the individual Unit records posted and up to date. The monthly contribution sheets are available online or a paper copy will be mailed upon request.
- Sec. 7. District Presidents shall send written reports to the Department President of their activities within their District. These reports are due September 1; December 1; March 1 and June 1. These reports are to be emailed or postmarked no later than 10 days in month due. An expense voucher shall accompany these reports.
- Sec. 7a. In addition one (1) copy of written report shall be compiled for Fall Conference and Department Convention on the activities of the Units in their District. Said copies to be turned into Department Secretary at time of report.
- Sec. 7b. District presidents to submit electronically final report for the Book of Reports. Report submitted to Department Secretary no later than 15 days prior to convention.
- Sec. 8. District President shall be responsible for District Chairmen submitting Unit annual reports to their respective Department Chairmen by the date specified in the Program Action Plan.
- Sec. 9. The District President must hold a School of Instruction for Unit Officers, Chairmen and members. To be of the most value to Units it should be held within 30 days after Department Workshop, but not necessarily in conjunction with holding a similar school by the American Legion. All District Officers

and Chairmen should attend. If the Department President is in attendance, a time to speak early on in the program should be given . The Department allows no expenses for Department Chairmen and Committee members to attend District meetings.

Sec. 10. The District Constitutional Conference shall be held annually but not necessarily in conjunction with the Constitutional Conference of The American Legion; not more than 60 days prior nor less than 10 days prior to Department Convention. The Units should be notified as early as possible of this Conference, giving them all necessary information regarding procedure for endorsement of candidates for District President.

Sec. 10. a. In the event that a District has failed to elect a District President, or the District President-elect is unable to assume the duties for the upcoming year, a District Caucus shall be called at Department convention for the purpose of electing a District President. The immediate Past District President shall preside at said Caucus and a Parliamentarian shall be appointed by the Department President. Any District President elected in this manner must meet with the newly elected Department President immediately after close of Convention for instructions and/or training.

Sec. 10.b. Any new District revolving trophy shall have the approval of the delegates at the Constitutional Conference. Once approved, the trophy shall become the property of the District. When the trophy is no longer usable, the delegates at the next Constitutional Conference shall vote as to the disposition of said trophy.

Sec. 11. It is customary for the newly elected District President

to be introduced before the Legion District Conference if time permits.

- Sec. 12. District Secretaries shall notify all Unit Presidents of District Meetings and Conferences; also notify all Department Officers, Department Chairmen and Past Department Presidents living in their District. District Secretaries shall distribute Department bulletins to respective District Chairman within three (3) days of receipt.
- Sec. 13. The District President is the organizer of new units in their District. Organization procedures start after a Post has received its permanent charter and has voted favorably on formation of a Unit. The District President attends the organization meeting, taking with them all material and application forms sent upon request from the Department Secretary. It is helpful to have other District Officers and Chairmen at the meeting to assist in explaining the purposes and programs of the American Legion Auxiliary and to assist in filling out application forms. If the new Unit desires, election and installation of officers can take place at the organization meeting and members initiated. Study the booklet "How to Organize a Unit" and all pertinent information in the National Unit Guidebook. A separate typewritten name list must accompany application.

Fees for chartering a New UNIT are:

Charter Fee \$10.00

**Roll \$10.00 (Including up to 20 names) .50
for each**

additional name added to Roll

Senior Dues \$30.00

Junior Dues \$ 4.25

Bond \$ 6.00

The minimum membership of a Unit shall be ten (10) Senior members. Keep in close touch with new Units, for assistance given them in their first year may well decide their course in future years.

- Sec. 14. The Department President will consult with the District Presidents at Workshop of the dates of the Presidents visit. The District Presidents shall immediately contact the Units and make arrangements for the visit. If the Department President is traveling with a companion, housing arrangements shall be at Department President own expense. If traveling alone, the District President shall arrange housing. The Department President shares a portion of the transportation expense. At the meeting the District President makes their remarks brief. The speech of the Department President should climax the meeting. The President of the hostess Unit should preside.
- Sec. 15. Each Unit in the District should be visited at least once during the year, other than installation and the visit of the Department President. At those events the District President has little opportunity to bring their program and message to a Unit.
- Sec. 16. If the Unit so desires a gift may be presented to the District President at the time of installation of the Unit Officers. The Unit is not expected to give presents to other District Officers and/or Installing Team, and should not be encouraged. A Unit may be visited without advance notice, just as a friendly call. Be prepared to answer questions concerning all phases of the Auxiliary Program, its Constitution, Bylaws, duties of Officers and Committees, Parliamentary Procedures, etc. Do not interfere with the business of a Unit meeting unless called upon by the President or questioned by

members. A District President has authority to settle disputes with Units only upon written invitation of two or more members of the Unit Executive Committee. If it is deemed inadvisable to render a decision, after investigation of the facts, refer the matter to the Department President with copies of the letter to Department Headquarters and Department Parliamentarian.

VIII UNITS

- Sec. 1. All inquiries or requests for rulings shall be sent to the Department President, with copies to Department Headquarters and to the Department Parliamentarian. The Department President may request an opinion from the Department Parliamentarian and following the receipt of such opinion, the Department President will make the ruling.
- Sec. 2. Current membership of at least ten (10) Senior members shall be paid by Units in addition to the Rehabilitation, Education and Girls State Quotas before Poppy orders or Girls State registration can be accepted by the Department Secretary at Department Headquarters.
- Sec. 3. Units shall maintain a separate accounting of their Poppy Funds. The entire proceeds of Poppy distribution (after expenses allowed are deducted) shall be used for Rehabilitation of Veterans honorably discharged from the United States Armed Forces after April 6, 1917; the welfare of the families of veterans of the above named period; for the rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in service hospitals; the welfare of veterans, active duty military personnel, and

the families of veterans and active military personnel of the above named period where financial and medical need is evident; for the purpose of poppy kits and supplies used to make symbolic poppies and poppy items that will be distributed for donations to the Poppy Fund.

- Sec. 4. Units shall send to Department Headquarters twenty-five (25) percent (%) of their net proceeds no later than thirty (30) days after Poppy Day. If the Unit orders poppies for purposes other than distribution, they should state this on their Poppy proceeds report.
- Sec. 5. Any member in good standing may run for office. While not required, candidates for elective office may be endorsed as a show of support at a regular meeting of the Unit of which they are members. All letters of endorsement for Department Officers, including District Presidents, shall be signed by the Unit President and Unit Secretary and forwarded to the Department Headquarters by certified mail, return receipt requested, giving the date of regular Unit meeting at which the endorsement was made. Each endorsement shall contain a statement signed by the candidate, indicating their willingness to serve. Said letters of endorsement to be received at Department Headquarters ten (10) days before nominations are made. Copy of this letter to be sent to Department President. See Bylaws, Article I, Section 2, and Standing Rules Item VII, Section 10.a.
- Sec. 5. a. Copies of such letters of endorsement for the office of District President shall be sent to the corresponding Officer in the District. Copies of such endorsements shall have been received by the District President ten (10) days before nominations are made.

- Sec. 5. b. Candidates for Department Office whose endorsements have been received by the Department Secretary prior to Fall Conference will be announced at the Conference. An announcement by Units of Candidates for Department Officers shall not be mailed to Units and Department Officers prior to the Fall Conference.

IX

INSTRUCTIONS TO UNIT PRESIDENTS

- Sec. 1. A careful study of the National Unit Guide Book will answer your questions. The Manual of Ceremonies is a guide for the conduct of Unit meetings and ceremonies. The Department Unit Guide will give you information regarding duties of Officers and Chairmen, also rules for trophies and awards on the Department level. Encourage the Unit Officers and Chairmen to read The National Magazine and use the information it contains in planning Unit Programs and activities. Well planned meetings that move along harmoniously will do much to guarantee a successful administration.
- Sec. 2. In the beginning of your administration appoint a Committee and draw up a BUDGET. Budget is to be approved by the membership at a regular meeting.
- Sec. 3. Be sure your Unit Constitution and Bylaws are up to date, in harmony with those of the Department and National, and that one (1) copy has been submitted to Department of Florida every ten (10) years.
- Sec. 4. Attend all District and Department meetings and encourage your Officers, Chairmen and Unit members to attend.
- Sec. 5. Every Officer and Chairman should have a copy of the

National Unit Guidebook and Department Unit Guide, along with their respective bulletins from Department Headquarters.

- Sec. 6. As soon as Unit Chairmen have been appointed and ratified, send a list to the District President.
- Sec. 7. It is the duty of the Unit President to make a report annually at the District Constitutional Conference, with a copy going to the District President. The Unit President shall also see that each Committee Chairman submits the Unit annual report (using forms provided by Department Headquarters) to the respective District Chairman within deadlines stated on the form. A copy of the report should be given to the Unit President and kept on file for future reference. If a committee is inactive the Unit President or Secretary should send the form to the respective District Chairman stating "No Activity".
- Sec. 8. The outgoing Unit President shall be responsible for installation plans. In the event the District President is unable to officiate, the incoming President should be consulted as to the preference of Installing Officer.
- Sec. 9. At the close of your administration, see that all Officers and Chairmen turn their files and material over to their successors.
- Sec. 10. Unit disputes should be settled within the Unit if possible. If this is not possible, the District President has authority to settle such disputes upon written invitation by two (2) or more members of the Unit Executive Committee. If the District President deems it inadvisable to make a decision, the District President shall refer the matter to the Department President.

X
INSTRUCTIONS TO UNIT SECRETARIES

- Sec. 1. BULLETINS. Upon receipt of the Department bulletin the Unit Secretary shall either mail or hand to the respective Unit Chairman the bulletin within three days. The Unit President should keep the set of bulletins for reference.

XI
MEMBERSHIP DUES AND INSTRUCTIONS

- Sec. 1. Dues shall be payable annually for the succeeding calendar year. If a member has permitted their dues to lapse, they must either pay all back dues or re-establish their eligibility by completely filling out a new application. A member failing to pay such annual dues by January 31st shall be classed as delinquent and shall be suspended from all membership privileges.
- Sec. 2. REMITTANCE SHEETS should be handled as follows: Use recap sheets secured from Department Headquarters. Accompany membership recap sheet with a check or money order at \$4.25 per Junior and \$30.00 per Senior. Do not mail cash. Use same procedure for back dues, indicating year being paid on recap sheet.
- Sec. 2 a. Breakdown of Senior Dues: National \$18.00-Department \$12.00
- Sec. 2 b. Breakdown of Junior Dues: National \$2.50 -Department \$1.75
- Sec. 3. INDIVIDUAL APPLICATIONS. Use regular

application blanks. National requires that these forms be completely and legibly filled out. Type or use black ink. Be sure the Unit file contains a copy for every member.

- Sec. 4. **PROOF OF ELIGIBILITY.** When a person is applying for membership through relationship to a deceased veteran, it is considered that satisfactory proof of the veteran's service shall have been established when the Post Adjutant certifies that they have examined the records and documentary evidences of the deceased veteran, and based upon this examination declares it to be his opinion that the applicant is eligible.
- Sec. 5. **CHANGE OF ADDRESS.** Change of address for Unit Officers and Chairmen should be sent to Department Headquarters and District President without delay. Change of a Unit member's address should be noted in Unit files, and with a Member Data Form sent to Department Headquarters for each member immediately.
- Sec. 6. **MEMBERSHIP CARDS.** Membership cards for renewal of all members will be received from the NATIONAL HEADQUARTERS. Additional cards for new members may be obtained by a request to Department Headquarters.
- Sec. 7. **HONORARY LIFE MEMBERSHIP.** It is the responsibility of the Unit to pay Department and National Dues annually for the lifetime of the member. Instructions for handling these memberships may be obtained from Department Headquarters.
- Sec. 8. **TRANSFERS.** Methods of transferring of membership from one Unit to another will be found in the National Unit Guide Book. Be sure to use proper forms secured from Department Headquarters. A member transferring

to a new Unit must pay current year dues to either their current Unit or to the Unit into which the member wishes to transfer.

XII

INSTRUCTIONS TO UNIT TREASURERS

- Sec. 1. All funds of the Unit derived from dues, money making projects, awards, or any other source, belong in the Unit Treasury, not in custody of any other person.
- Sec. 2. Keep a separate account on books for money derived from Poppy Day distributions. See Item VIII, Section 3, of Standing Rules.
- Sec. 3. Keep accurate, detailed records of every financial transaction. Make payments only on proper authorization by the Unit. Treasurer's books containing regular income and disbursement sheets may be secured.
- Sec. 4. If Treasurer handles remittance sheets, read carefully instructions for Secretaries.
- Sec. 5. Send all money for dues, contributions and obligations (unless otherwise directed) to Department Headquarters, and make all checks payable to the American Legion Auxiliary, Department of Florida. Department obligations should be sent to Department Headquarters as early in the administrative year as possible.
- Sec. 6. No Unit with past due accounts owing to the Department and unsettled before convening of the Annual Department Convention shall be entitled to seat their Unit delegation in the Convention. These accounts are defined as Membership dues collected, all Quotas, bonding fee, and Poppy proceeds.

Sec. 7. Keep a copy of the Unit budget with you, and if funds are proposed to be expended in excess of the budget items, call this to the attention of the Unit President before the Unit takes any action.

Sec. 8. BOND: Unit bonding fee of \$6.00, included with Unit quota invoice, to be paid by January 31st. Convicted felons are not covered by Unit Bond.

XIII INSTRUCTIONS TO UNIT HISTORIANS

Unit Historians shall write a Unit History to be entered into Department contest. Begin to compile information early, check Department Chairman's Program and Bulletins for additions or further information.

XIV INSTRUCTIONS TO UNIT CHAPLAINS

The Unit Chaplain will express, by word and action, our founding principle of service to God and Country. The Unit Chaplain will encourage the Unit to celebrate the diversity amongst its members and their faiths. The Unit Chaplain will provide spiritual and emotional guidance to members, or their families, as needed or requested and with respect; always maintain confidentiality.

The Unit Chaplain is responsible for pronouncing the invocation and the benediction at Auxiliary meetings, as well as performing such other acts as would fall within the realm of the office as the spiritual leader of the Unit including, but not limited to: installation, initiation of new members, dedication of halls, monuments or colors, Four Chaplain Services, POW/MIA recognition programs and the memorial service of a member, always lending dignity and respect to the occasion.

The Chaplain should stay in close contact with the President and

other officers of the Unit and should attend all meetings of the Unit and the Unit Executive Committee. The Chaplain also sends names of deceased members to Department Chaplain & District Chaplains as soon as possible. It is recommended that Unit Chaplains be designated to send cards to ill members and letters or cards to members of their families in the event of death.

XV

INSTRUCTIONS FOR SERGEANT AT ARMS

A. PROPER DRESS

- Sec. 1. Appropriate attire for parades and Unit formality for Sgt-at-Arms: No jewelry is to be worn, except a watch, ring and Auxiliary pin, while acting in the capacity of Sgt-at-Arms.
- Sec. 2. The Auxiliary pin and/or Officers Badge should be worn over the heart. At no time should the Auxiliary pin be used to fasten a scarf, tie, etc.

B. PRIOR TO MEETING

- Sec. 1. The Sgt-at-Arms and Ass't Sgt-at-Arms should arrive at least thirty (30) minutes prior to the meeting time.
- Sec. 2. It is their duty to see that all materials, i.e. gavel, bell, Bible, table flags, etc., are in their proper place. They should prepare the flags for the advancement and see that there is sufficient seating available both on the floor and the rostrum.
- Sec. 3. Unless otherwise instructed by the President it is their duty to greet members and guests as they arrive, and also to attend to the guest book and introduce all to the President.

C. ADVANCEMENT OF COLORS

- Sec. 1. When advancing the colors, see that the EAGLES ARE FORWARD and the American flag is slightly higher than the banner.
- Sec. 2. The flags should be allowed to flow freely when being advanced and posted. Hold the flags at an angle that does not permit them to touch the floor. The only time the flags should be held back is in a crowded room or aisle. DO NOT WRAP THE FLAG AROUND THE STAFF — Hold it by the tip.

D. POSTING THE COLORS

- Sec. 1. The American flag and the banner should be posted

simultaneously, being sure that the eagles are facing the audience when the colors are posted.

- Sec. 2. After posting the colors, the Sgt-at-Arms and the Ass't. Sgt-at-Arms should then step back, face the American flag and render a right hand salute. Hands should be absolutely empty at all times when saluting the flag.
- Sec. 3. Once posted, NO ONE should pass between the colors. All notes, etc. should be brought to the side of the rostrum.

E. DUTIES DURING THE MEETING

- Sec. 1. The Sgt-at-Arms and the Asst. should remain at the door of the hall during the meetings and be ever alert to the needs of the presiding officer and members in attendance.
- Sec. 2. It is a MUST that order be kept during the meeting. If there is excessive talking, POLITELY remind the offender that there is a meeting in progress.
- Sec. 3. The meeting room doors should be closed during the meeting. Late comers should be advised that there is a meeting in progress and allowed to enter ONLY after the speaker has finished. Either the Sgt-at-Arms or the Asst. should be at the door and assist the late arrivals in locating a seat.
- Sec. 4. When escorting guests, offer your right arm and conduct them down the center aisle, advancing the guest to the rostrum either on the flag side or banner side, (whichever is the custom in your area), but preferably on the banner side.
- Sec. 5. It is not necessary for Auxiliary members to salute the flag either on approaching or returning from the rostrum.
- Sec. 6. Be ever alert to the call of the Presiding Officer when asked for the Sgt-at-Arms to return a guest to their seat.
- Sec. 7. Guests are returned to their seats in the same manner in which they were advanced. The Sgt-at-Arms offers their right arm and returns them to their proper seat in the audience.

F. RETIREMENT OF THE COLORS

- Sec. 1. Sgt-at-Arms and Asst. Sgt-at-Arms should advance, stop, face the American flag and render a right hand salute.
- Sec. 2. The American flag and banner should be retrieved simultaneously. The American flag is retrieved either directly from the front or from the left side.
- Sec. 3. When retiring the flags, see that the eagles are facing forward and that the American flag is higher than the banner and

allowed to flow freely. When the Sgt-at- Arms and Asst. reach the rear of the meeting room, hold the colors erect and do not stand them on the floor until the meeting is declared adjourned.

G. FOLLOWING THE CLOSE OF THE MEETING

- Sec. 1. The Sgt-at-Arms and the Asst. should see that the colors are properly folded and put away. Do not wrap the flags around the flag staff, but fold them against the staff.
- Sec. 2. It is also the responsibility of the Sgt-at-Arms and Asst. for the returning of all materials, i.e. gavel, bell, Bible (if one is used) etc., to their proper place.

REMINDERS:

Please remember that we all make mistakes. If, during the course of the meeting, someone makes a mistake and does not salute the flag properly, passes something between the colors, etc., **DO NOT DO ANYTHING ABOUT IT AT THAT TIME TO EMBARRASS THEM.** When the meeting is over, politely inform them of their error and explain the correct procedure.

XVI

DEPARTMENT EMPLOYEES

See Article VII, Sec. 2, Constitution, See Article IV, Sec. 2, Bylaws)

XVII
REPRESENTATION OF UNITS AT
DEPARTMENT CONVENTION
 (Department Constitution Article VI, Sec.3)

Membership	Delegates	Membership	Delegates	Membership	Delegates
1-25	2	1276-1325	28	2576-2625	54
26- 75	3	1326-1376	29	2626-2675	55
76-125	4	1376-1425	30	2676-2725	56
126-175	5	1426-1475	31	2726-2775	57
176-225	6	1476-1525	32	2776-2825	58
226-275	7	1526-1575	33	2826-2875	59
276-325	8	1576-1625	34	2876-2925	60
326-375	9	1626-1675	35	2926-2975	61
376-425	10	1676-1725	36	3076-3125	62
426-475	11	1726-1775	37	3126-3175	63
476-525	12	1776-1825	38	3176-3225	64
526-575	13	1826-1875	39	3226-3275	65
576- 625	14	1876-1925	40	3276-3325	66
626- 675	15	1926-1975	41	3326-3375	67
676- 725	16	1976-2025	42	3376-3425	68
726- 775	17	2026-2075	43	3426-3475	69
776- 825	18	2076-2125	44	3476-3525	70
826- 875	19	2126-2175	45	3526-3575	71
876- 925	20	2176-2225	46	3576-3625	72
926- 975	21	2226-2275	47	3626-3675	73
976-1025	22	2276-2325	48	3676-3725	74
1026-1075	23	2326-2375	49	3726-3775	75
1076-1125	24	2376-2425	50	3776-3825	76
1126-1175	25	2426-2475	51	3826-3875	77
1176-1225	26	2476-2525	52	3876-3925	78
1226-1275	27	2526-2575	53	3926-3975	79

XVIII PROGRAMS

AMERICANISM

The Americanism program promotes patriotism and responsible citizenship.

AUXILIARY EMERGENCY FUND - DEPARTMENT

Grants of up to \$1,200.00. Eligibility required: Minimum of three (3) years of membership in the American Legion Auxiliary, with current membership dues paid. Department of Florida Auxiliary Emergency Fund Application, requested from Headquarters, must be completed and submitted to Department Headquarters for approval of the Finance Committee.

CHILDREN AND YOUTH

The All Children's Hospital, St. Petersburg; Mailman Center, Miami; American Legion Child Welfare Foundation; Camp Boggy Creek; Children's Miracle Network; and Special Olympics; are sponsored projects.

EDUCATION COMMITTEE

Units shall contribute annually a minimum of fifty-five cents (55¢) per Senior Member to the Department Scholarship Fund, which can be paid from the Unit's Welfare Fund. Poppy funds may not be used as contributions to the Memorial Scholarship Fund.

Units can purchase Poppy Seals (\$.50 per 100) from American Legion Emblem Sales for sale at profit to members for use on correspondence. All profits from sale of Poppy Seals may be used for Scholarships, Children and Youth, and Veterans Affairs and Rehabilitation. Spirit of Youth Scholarship Fund is a sponsored project.

GIRLS STATE

Units shall contribute annually a quota of one dollar (\$1.00) per senior member, based on membership at close of books thirty (30)

days prior to Department Convention, to the Girls State Fund to assist in funding the annual Girls State program.

For Units to qualify to send girls to the Florida Girls State session they must pay their contributions for Rehabilitation, Socks, Education, and Girls State quotas to Department Headquarters by January 31st. Each Unit shall be entitled to one Girls State Citizen for their Charter, ten or more Senior Members.

Each Unit shall be entitled to one additional Girls State Citizen for each 100 paid-up members into Department Headquarters by January 31st. Newly organized Units shall be allowed one (1) girl for their charter. Contributions for the quotas shall be based on their charter membership. Units with 100% membership into Department Headquarters by January 31st are eligible to request "Over Quota" delegate. Priority for "Over Quota" delegates will be according to the date registration monies are received into Department Headquarters. Send separate check for "Over Quota" delegates at time of registration. Check for "Over Quota" will be returned if delegates are not granted.

Each Girls State Session will be capped at three hundred (300) delegates. In the event the program is not at three hundred (300) delegates, fourteen (14) days after the close of registration, the remaining slots will be made available on a first come, first served basis, to any Unit whose obligations are paid, until cap is reached. Units shall be responsible for the final decision on how their delegates will be transported to Girls State with the approval of the Department Girls State Chairman.

Only Department Officers of the American Legion Auxiliary, Department of Florida, shall have courtesy rooms in the dormitory. All other observers are responsible for their own off campus housing and food costs. Bus Chaperones needing housing shall be allowed one night's housing at no cost.

Director:

The Director shall contact Florida State University to arrange the dates for the session, housing and other facilities as may be necessary, and ascertain projected costs. All contracts to be signed by the Department President and/or the Department Secretary. The Director and Assistant Director shall establish the program for the Girls State session and submit such program to the Girls State Committee for approval by March 15th each year. The Girls State Director shall direct the program during the session of Girls State.

Staff: All personnel involved in the conduct of the Girls State session shall be classified as staff members. All members of the staff of Girls State shall be members in good standing of the American Legion Auxiliary. When necessary, additional staff may be selected from previous delegates of Girls State who have exhausted all efforts to meet the eligibility requirements, however, have the desire to serve the program as a staff member. The program allows for persons assigned by Florida State University, Tallahassee Community College and employees of the State of Florida to assist in the operation of the Girls State Program, under the direction of the Girls State Committee. Members of the American Legion Auxiliary and past delegates of Girls State who have a desire to serve on staff of Girls State shall submit an application to Department Headquarters. The Girls State Committee shall screen all applications and make necessary staff selections. Applications shall be accepted each year. Applications shall be retained on file in Department Headquarters for a period of five (5) years. At the end of the five (5) year period a new application shall be required.

Junior Staff: Each staff member is entitled to recommend one delegate to be invited back in two years as a Junior Staff member. The Girls State Committee can select up to six (6)

Junior Staff members to serve one (1) year. Additional years will require Auxiliary membership.

The use of drugs, alcohol or tobacco is strictly prohibited while serving as a Staff member. Staff members are required to participate in all scheduled activities including meals unless their assigned duties prevent such attendance. Staff members shall utilize transportation provided by the program. Staff members shall wear black skirt, slacks or capris and uniform shirt of the day for all official photos. Interviews for scholarships, Girls Nation delegates and Maxine Bentley recipient to be conducted by the Girls State Committee.

GIRLS STATE ELIGIBILITY METHOD OF SELECTION FOR GIRLS STATE CANDIDATES

1. Only girls selected by American Legion Auxiliary Units shall be eligible to attend Girls State. If a Unit wishes to call upon a school for recommendations, this is their prerogative.
However, a Unit or the Girls State Committee of the Unit is required to hold a meeting to which the candidates are invited, are interviewed and selected. Once a girl has been interviewed and selected by a Unit, she may not be interviewed by another Unit. If she has been selected as an alternate, she may be sent by another Unit with permission of the interviewing Unit.
2. The selection of Girls State Citizens is not to be made until the numbered application card has been received from Department Office Headquarters.
3. Prior to the Unit interview, verify willingness to salute our flag and take the oath of office on a Bible, or the book of their faith.
4. Candidates may appear before the Unit or Unit Girls State Committee in person, or by means of electronic communications such as Zoom, Skype, Facetime, etc.

for the purpose of an interview. The candidate must be visible at all times during the electronic interview. Codes of Conduct, including but not limited to confidentiality, by the Unit or Unit Committee must be adhered to at all times during the interview. Selection of Candidate/
Candidates interviewed electronically will be advised via electronic means or phone call of the results of said interview.

5. If feasible, interview candidates individually, out of hearing of other candidates. For greater impartiality, call on each candidate by a number rather than a name.
6. Through questioning, determine the candidate's serious intent to make a commitment to a week of government study.
7. Qualifications for selection in the order of importance are:
 - a. Interest in the study of government
 - b. Leadership
 - c. Character and honesty
 - d. Scholastic standing
 - e. Cooperativeness
 - f. Community participation and service
 - g. Physical fitness
8. Girls State by nature is strenuous both physically and emotionally. Therefore, the ability to cope adequately with these conditions must be seriously considered in the selection of candidates.
9. Any delegate requiring special accommodations due to handicap, injury or physical limitation requires a female chaperone, eighteen (18) years or older to accompany delegate. Registration fee for the chaperone and any equipment required; i.e. wheelchair, must be provided by the delegate's family.

GIRLS STATE ELIGIBILITY

1. All candidates for admission to Girls State must be

- residents of the State of Florida.
2. Only girls who have never been married shall be eligible.
 3. For health and safety reasons, no candidate who is pregnant or has given birth is eligible for Girls State.
 4. All candidates must be in the Junior or 3rd year of high school, returning to high school for their Senior year regardless of whether that year ends in June or February. FULL TIME early admission college students are not eligible.
 5. All candidates for admission shall not have participated in a previous session of Girls State as a citizen.
 6. A candidate must agree to participate fully in all patriotic programs, including flag ceremonies.
 7. She must agree, if elected to an office, to take the oath of office on a Bible, or the book of their faith.
 8. Girls State is a nondenominational study of government. No special arrangements will be made to accommodate individual religious beliefs. A non-denominational program is designed and performed by the delegates on Sunday morning. Delegates are required to attend all scheduled activities and programs.
 9. Citizenship may not be a requirement for attending Girls State.
 10. The Director of Girls State or the Department Chairman of the Girls State Committee may accept or reject any application for citizenship in Girls State. They also have the prerogative of rejecting delegates who do not meet requirements for Girls State citizenship.

JUNIORS

Junior Activities Program is intended for female American Legion Auxiliary Members from birth to 18 years old. The Junior members will be directed by the Junior Activities Chairman and

the committee and the “Junior Activities Handbook” gives complete information directing the Junior Activities Committee and the Honorary Department Junior Auxiliary President can be over 18 years old if her birthday falls before her term is over. If she serves in all capacities respectably of her full-term she will receive a citation and her name will be placed on a plaque to be displayed for one year in her Unit’s home Post .

NATIONAL SECURITY

The National Security Program promotes a strong national defense by supporting service members and their families.

POPPY

Poppy Orders: \$75.00 per 1,000 (minimum order 250). Units must send their Poppy orders to Department ninety (90) days prior to Poppy Days. **Orders received after the deadline will be rejected.** November orders will receive first priority.

All Poppies for the Department of Florida must be ordered through Department Headquarters. Units may not resell Poppies to any organization outside of The American Legion Auxiliary.

All Poppy orders will be subject to a process and shipping fee as shown on the most recent Poppy Order Form, available from Headquarters. Poppy Distribution in the Department of Florida shall be limited to three (3) times during the Auxiliary year. The National Poppy Day, Memorial Day and Veteran’s Day distribution is deemed to be the normal Poppy Distribution time; however, if another distribution date (whether temporary or permanent) is desired, permission must be granted by the Department President. Once a permanent distribution date is approved by the Department President, it stands as being approved until such time as another new distribution date is requested. American Legion Posts with no affiliated Auxiliary Unit may order Poppies from the American Legion Auxiliary, Department Headquarters, at a cost of \$200.00 per thousand.

Poppy Proceeds: Twenty-five (25) percent of the net proceeds of the Units' Poppy distributions are to be sent to Department Headquarters on the Poppy Proceeds Form within thirty (30) days of distribution. Poppy Seals may be purchased from American Legion Emblem Sales for \$6.00 per thousand.

Use of Funds derived from Poppy Days:

Be it resolved, that funds derived from the distribution of the American Legion Auxiliary Poppy shall be used for the following purposes:

1. For the rehabilitation of Veterans honorably discharged from the United States Armed Forces after April 6, 1917.
2. For the welfare of the families of veterans honorably discharged of the above named period.
3. For the rehabilitation of hospitalized military service personnel returning home and waiting discharge who require treatment in service hospitals.
4. For the welfare of veterans, active military personnel, and the families of veterans and active military personnel of the above named period where financial and medical need is evident.
5. The purchase of poppy kits and supplies used to make symbolic poppies and poppy items that will be distributed for donations to the poppy fund.

VETERANS AFFAIRS AND REHABILITATION

REHABILITATION QUOTAS

The Department Committee has established a quota for each Unit, based on one dollar and fifty five cents (\$1.55) per Senior Member at close of books thirty (30) days prior to Department Convention. These quotas are established to enable us to meet our budget. Please make your contribution early in the administrative year. These

contributions to be used for activities in the Hospital as deemed necessary by the Hospital Representative for the good of the patients. Exact amount of quota is listed on chart on last pages of this Guide.

COMFORT ARTICLES

Valuation: Kit bags \$5.00 each; Lap Robes, cloth \$25.00 each, hand-knit or crocheted \$55.00 and up each, hand-knit or crocheted Adult Booties (pair) or Caps \$10.00 each.

Mailing Instructions:

Enclose (1) itemized list with value. (2) Name, address of Rehabilitation Chairman. (3) Unit name, number, address. (4) District number. Send by parcel post, prepaid express, United Parcel. **DO NOT SEND BY BUS.** Name and address of Hospital representatives, are listed in the front of this Unit Guide.

Sewing Instructions: Kit bags:

Bright cotton print cut 27 x 13 inch. Fold material in half, sew $\frac{1}{2}$ in. side seams. Sew 1-inch hem at top. Leave opening each side for drawstrings.

MUST BE TWO DRAWSTRINGS. Each drawstring must go completely around top of bag, starting and ending at same opening. Twill tape or sewn bias tape is best material for drawstrings. Complete bag measures 12" x 12". **DO NOT SEND WITHOUT TESTING DOUBLE DRAWSTRINGS.**

Lap Robes:

Bright, colorful flannel, or cotton washable material. Absolutely no slippery material. One side print, one side plain. May be pieced, patchwork, knitted or crocheted. Completed robes should measure 36 x 48 inches. **DO NOT USE BATTING OR HAND TIED KNOTS.**

Name Tapes:

No charge. Please order exact number needed from Department Headquarters. Sew name tape on each article. (Do not sew on hand

knit socks.)

Socks:

Amount assessed to each Unit is included with Quota Invoice.

Amounts per membership grouping are as follows:

Group 1-\$6.00

Group 4-\$10.00

Group 2-\$7.00

Group 5-\$20.00

Group 3-\$8.00

Group 6-\$25.00

BEST ALL AROUND UNIT REPORT

To be awarded annually to the Unit submitting a typewritten entry in narrative form, 8½" x 11" paper secured in folder. First page to contain Unit name, number, location and approximate population, membership grouping, and signatures of Unit President and Secretary.

Entry must be sent to Department President (who shall name judges) by thirty (30) days prior to Department Convention.

Judging will be based on Unit's efforts and determination to participate in all phases of the Auxiliary programs, and not the volume of work accomplished.

The following must be attained and incorporated in entry:

1. 100% in Department Rehabilitation contributions, direct aid to a veteran's family, and if possible, at least one active Volunteer Hospital Worker.
2. Conduct Poppy Days and remit required proceeds to Department, purchase Poppy Seals, and use resale profits for Education, Children and Youth, and VA&R.
3. Contribute to Department sponsored children's hospitals, American Legion Child Welfare Foundation, and all other special Children and Youth projects; observe April Children and Youth month with program; aid community drives for benefit of children in general, and assist in endeavors for their welfare.
4. A community service project shall be initiated (or

continued) during the year.

5. At least one girl shall be sponsored at Girls State and report to a Unit in person..
6. Junior members must participate in Unit activities whether organized as a group or not.
7. The Unit must cooperate with its Post at all times, especially with patriotic and veterans' events.
8. The "Calendar of Activities" shall be followed with special programs when possible.
9. The Unit's Constitution and Bylaws must be kept current and approved.

XIX

STANDING RULE CHANGES

Standing Rules can be adopted by a majority vote at any Department Convention without previous notice.

GENERAL INFORMATION

DEPARTMENT HONORARY AWARDS, SCHOLARSHIPS AND CONTESTS

AMERICANISM

AMERICANISM ESSAY CONTEST

Essay Title for 2023– 2024: *What does freedom mean to me?*

Essay Classes:	Class	Grade	Level	Word Requirement
	I	3 and 4		150-250
	II	5 and 6		250-300
	III	7 and 8		350-400
	IV	9 and 10		450-500
	V	11 and 12		450-500

VI Students with special needs word count will correspond with student's grade level.

RULES FOR ESSAYS: Handwritten or typed, signature of student at end. Essays will be judged on material, originality and neatness. First place winner in each category will receive a certificate and medal.

Entries must include National cover sheet completed. **Units to send entries to Department Americanism Chairman by April 1st.**

DORIS E. HAHN AWARD

(Note: expires in 2026)

Sponsored by North Miami Beach #257

Awarded annually to the Unit that reports the "Best All Around" Americanism Activities. Sponsored by North Miami Unit 257 (Unit Charter Surrendered).

Entry to be typed, 8½" x 11" paper, double spaced, narrative form, not to exceed 1,000 words, submitted in a loose leaf folder. May include pictures, newspaper clippings inserted in back of entry

only. Must be submitted to the Department Americanism Chairman by thirty (30) days prior to Department Convention. Unit must have sponsored at least one girl to Girls State. Report to include Americanism Activities only. Title page to include name and number of Unit, location of Unit, Department of Florida, name of Unit President, name and address of Unit Americanism Chairman.

CHAPLAIN

MAE NALLEY SENIOR PRAYER BOOK

(Note: expires in 2029)

Sponsored by Unit 25, Lake Placid

See rules listed below. Entry to reach the Department Chaplain 30 days prior to Convention.

BOOK OF PRAYERS AND DEVOTIONAL THOUGHTS RULES

1. Fly Page (to be centered) must contain:
 - a. Unit name and number
 - b. Location (city and state)
 - c. Name of Chaplain (1st) and President (2nd)
 - d. Year
 - e. District
 - f. Membership grouping
2. First Section - Prayers
 - a. All prayers are to be centered, including “Author”, “Author Unknown”, and Person submitting the Prayer.
3. Second Section - Devotional Thoughts Rules are the same as First Section (Prayers).
4. Last page- List names alphabetically by Last Name the people who have submitted the Prayers and Devotional Thoughts.
5. Appearance

- a. Cover-notebook, preferably white
 - b. Paper—8 ½" x 11" white, pink or blue bond, or appropriate computer graphic paper. (ex: Paper with a background that is light and when printed on is readable, Clouds, Rainbows, Praying Hands, etc.)
 - c. Black type
 - d. Prayers must be strictly non-denominational
 - e. Only one Prayer or Devotional Thought per page (no matter how long or short)
 - f. Decorations-only designs permitted are Praying Hands, Cross and Star of David. **NOTE:** Wherever a cross appears, there must be a Star of David.
 - g. No decorations on pages with Prayers and Devotional Thoughts.
6. Judging
- a. Neatness
 - b. Correct spelling
 - c. Strict adherence to all rules.

CHILDREN & YOUTH

LOIS MCFALL CHILDREN & YOUTH AWARD

(Note: expires in 2029)

Sponsored by Unit 323, Lehigh Acres

1. A narrative of all Children & Youth projects and activities achieved this fiscal year not to exceed 1,000 words must be submitted. This narrative can include any projects done in cooperation with the post or other community service organizations in your area.
2. Narrative
 - a. Margins will be 1" on all sides
 - b. Narrative will be typed on white bond, 8 1/2" x 11",
 - c. Double spaced in upper/lower case type.
3. Entry must include a cover page which first lists the title

NARRATIVE CHILDREN AND YOUTH PROGRAM
(all capitalized). The unit name, unit number, address and district and the chairman and president's name, emails and signatures. This information will be centered on the cover page.

4. The unit should have held a special children and youth meeting during the year and must have given cash contributions through department to:
 - a) John Hopkins All Children's Hospital
 - b) American Legion Child Welfare Foundation
 - c) Camp Boggy Creek
5. The completed statistical year- end report form must be submitted with the narrative.
6. Narrative to be received by the Department Chairman no later than thirty {30} days prior to Department Convention. And will be judged by the Children and Youth Committee or other individuals as deemed appropriate. Judging will be based on compliance with the above rules, neatness, spelling, grammar, punctuation and originality of projects.

COMMUNITY SERVICE

JAN CROFT

“HOMETOWN AWARD”

(Note: expires in 2033)

Sponsored by Boynton Beach, Unit 164

To be awarded to the unit reporting multiple projects within the community.

1. Fly Page
 - a. Name of Award
 - b. Unit Name and number
 - c. Location
 - d. Population of town or city
2. Entry to be in narrative form; double spaced, 8½” x 11” paper, not to exceed 1,500 words, bound in a folder.

3. List all activities, hours spent, number of members participated, total value of projects.
4. Newspaper clippings, pictures, posters and flyers may be included at the end of report.
5. Entries must be signed at the end of the narrative by the Unit President and Community Service Chairman.
6. Entry to be received by the Department Chairman no later than thirty (30) days prior to Convention.

EDUCATION

ELIZABETH A. NELSON AWARD

(Note: expires in 2031)

Sponsored by St Cloud, Unit 80

Awarded to the Unit having reported the best year round program through participation in all phases of the education and scholarship program and in conformity with the current National Program. Entry must reach The Department Education Chairman no later than May 1st.

The report for entry in the Department contest shall be type-written in narrative form, not to exceed 1,000 words, double spaced on size 8½" x 11" paper and bound in a folder. A fly-leaf page must state: name and number of Unit; name of Department; Unit's membership, name, address and signature of the Unit President. Newspaper clippings, photographs and other material may be included as part of the report and must be bound into the folder with the narrative report. The winning report, minus newspaper clippings, photographs and other material, shall be sent by the Department Chairman for entry in the National contest.

KATHY DeROUIN AWARD

(Note: expires in 2031)

Sponsored by Orlando Unit 19

Awarded to the Unit which hosts the best educational tutoring program.

Grades can include Pre-K through high school or any adult literacy course. Tutoring may take place in schools, libraries, community centers, or after school programs and should conform with the National guidelines.

- ◆ The report for entry in the Department contest shall be type-written in narrative form, not to exceed 1,000 words, double-spaced, on 8½" x 11" paper, and bound in a folder.
- ◆ The cover page must state: Name of award entry, Department name, Unit name and name and address of the Unit Chairman. Newspaper clippings, photographs, and other material, may be included as part of the report and must be bound into the folder with the narrative report.
- ◆ A copy of the Unit's Education yearend report form must accompany the narrative.
- ◆ The report must be received by the Department Education Committee Chairman by thirty (30) days prior to Department Convention.

DEPARTMENT AND MEMORIAL SCHOLARSHIP AWARD RULES

DEPARTMENT SCHOLARSHIPS are awarded annually to children of honorably discharged Veterans only. Four-year University grants are not to exceed \$2,000.00 and Junior College and Technical-Vocational school grants are not to exceed \$1,000.00. Department Scholarships shall be all grant and require students attend an accredited Florida University, College or Technical -Vocational school and be a resident of the State of Florida.

MEMORIAL SCHOLARSHIPS are awarded annually to members of the American Legion Auxiliary, their daughters or granddaughters, provided said member has been a member in good

standing in a Unit within the Department of Florida and shall have maintained that membership for at least three (3) consecutive years, with current dues paid . Four (4) year University grants are not to exceed \$2,000.00 per year and Junior College and Technical - Vocational school grants are not to exceed \$1,000.00 per year.

All awards are to be made to full time students only, (which is defined as 12 earned credit hours in the semester). Scholarship awards shall be paid directly to the institution, payable in two equal payments, by the Department Treasurer, second payment contingent on meeting credit hour and GPA minimum requirements. The number of scholarships awarded will be determined by the funds available at the time of each screening meeting.

All scholarships will be renewed annually in an undergraduate school provided the student needs further financial assistance and has maintained at least a 2.5 GPA. Renewal contracts to be sent by Department Headquarters to recipients and reviewed by the Department Secretary and Education Committee. Sponsoring Units will be notified of scholarship renewal approvals for students that they have previously sponsored. Cover page of application contains all rules. All scholarship applications are to be submitted to Department Headquarters either directly or via a sponsoring Unit. Applications can be obtained from the Department Headquarters.

Deadline for receipt of completed applications by the Department Chairman for grants shall be March 1.

Attached to the completed original application must be:

1. Certified Transcript from high school, college or University last attended by applicant.
2. Personal letter from applicant supplying any data concerning himself or herself, which would be of interest in consideration of application, including extracurricular activities.
3. Three letters of reference from persons who have known applicant at least one year. One of these shall be a

faculty member of the school last attended by the applicant.

4. Provide signed complete copies, with all schedules for Form 1040 of the individual income tax returns of all those who will contribute to support.
5. Copy of veteran parent's honorable discharge. Members of the American Legion Auxiliary, Department of Florida, who have maintained their membership for five (5) consecutive years, with current dues paid, are eligible to apply for a grant not to exceed \$2,500.00, for continuing their education in an accredited Master's Degree program. This grant may be renewed once (i.e., total award not to exceed \$5,000.00). Applications available through Department Headquarters. The deadline for completed application to reach the Department Education Chairman is March 1st.

NORMA KERKOW FEMALE VETERANS SCHOLARSHIPS (Department Sponsored)

Norma Kerkow Female Veterans Scholarships are awarded annually to Honorable Discharged Female Veterans residing in Florida.

Four (4) year University grants are not to exceed \$2,000.00 per year and Junior College and Technical Vocational school grants are not to exceed \$1,000.00 per year. All awards are to be made to full-time or part-time students, (which is defined as 12 earned credit hours for full-time or 6 earned credit hours for part-time students in a semester). Scholarship awards shall be paid directly to the institution, payable in two equal payments, by the Department Treasurer, second payment contingent on meeting credit hour and GPA minimum requirements. Two scholarships to be awarded annually.

All scholarships will be renewed annually in an undergraduate school provided the student needs further financial assistance and

DEPARTMENT HONORARY AWARDS

(GUIDELINES TO SUBMIT ENTRY)

The current Department Honorary Awards are listed in this Unit Guide. Each tells you the program for which the award is given, name of the award, sponsoring Unit or person and expiration date of the award.

The total cost to the Unit or person for sponsoring an honorary award for twelve (12) years is three hundred dollars (\$300.00). This fee covers the purchase of an engraved plaque, approximately 8" x 10", to be presented to the winning Unit or person.

Any Unit or person wishing to sponsor an award in honor of an Auxiliary member (living or deceased) must follow the procedures below.

- ◆ After a Unit or person selects the member it wants to honor and the program in which it wants to offer the award, the Unit or person must write the rules for the Honorary Award.
- ◆ If an award is sponsored by a Unit, it must then be brought before the Unit membership for approval. Once approved by the Unit, submit the following to Department Headquarters
 - ◇ The proposed award.
 - ◇ A cover letter signed by the Unit President stating the date of the Unit meeting when the award was approved .
 - ◇ A \$300.00 Unit check payable to ALA Department of Florida
- ◆ If an award is sponsored by a person, the following must be submitted to Department Headquarters.
 - ◇ The proposed award.
 - ◇ A \$300.00 Unit check payable to ALA Department of Florida

The proposed award must then be reviewed and approved by the Department Executive Committee. Notice of approval or denial will be sent by Department headquarters to the Unit or person sponsoring the award.

Once a proposed award is approved, it is in effect for twelve (12) years. The selection of the winner for each award is entirely up to the Department Program Chairman for the designated program.

has maintained at least a 2.5 GPA. Renewal contracts to be sent by Department Headquarters to recipients and reviewed by the Department Secretary and Education Committee. Sponsoring Units will be notified of scholarship renewal approvals for students that they have previously sponsored. Cover page of application contains all rules. All scholarship applications are to be submitted to Department Headquarters either directly or via a sponsoring Unit. Applications can be obtained from the Department Headquarters. **Deadline for receipt of completed applications by the Department Chairman for grants shall be March 1.**

GIRLS STATE

THERESA MATHEWS BRIGGS TROPHY

(NOTE: expires in 2031)

Sponsored by Unit 109

To the Unit that best utilizes their Girls State Citizen in their overall programming during the year following their attendance at Girls State. All entries must be typed, using double-space, one-inch margins, on 8 ½" x 11 inch paper.

Title Page Must Contain:

Number of girls sent to the Session in Tallahassee, Unit Name, Number,

Membership, Girls State Chairman's Name and Address.

1. Girls State Quota must be sent to Department.
2. Girls State Citizen must report at a Unit Meeting (this may be joint with the Post) - number of girls reporting.
3. Assist on Poppy Days - number of girls assisting.
4. Visit Nursing Home or V.A. Hospital with Unit Members (number of visits recorded) - number of girls attending visits.
5. Encourage interest in the Girls State Program for female students in the eleventh (11th) grade of her school.
 - a. Written report may be circulated to these students.

- b. Request speaking at an assembly program with other Girls or Boys State Citizens. This can be judged by the amount of knowledge each of the applicants have regarding the program at your next screening meeting.
- c. This narrative report to be received by the Department Girls State Chairman no later than thirty (30) days prior to Department Convention.

NATIONAL SCHOLARSHIPS

National President's Scholarship awarded to daughters sons, grand-daughters or grandsons of veterans who served in the Armed Forces during eligibility dates for membership in The American Legion. Contact Department Headquarters for application.

Spirit of Youth Scholarship for Junior Members awarded to Junior members. Must have membership for the past three (3) years with current dues paid. Contact Department Headquarters for application.

NATIONAL SECURITY

"Back the Badge" Award Cathy Larkin-Richards

(Note: Expires in 2031)

Sponsored by Madeira Beach Unit 273

This award will be granted to the Unit that had the greatest impact in supporting local law enforcement, National Security Committee, Homeland Security. Entries will be judged on the basis of the program's overall effectiveness. Some suggestions are: Involvement with local law enforcement P.A.L. (Police Athletic League) or other sponsored at-risk youth mentoring, sponsoring high school future police officer initiatives, promoting community police appreciation events, and/or contributions to fallen officer memorials.

1. The unit must submit a cover page stating the name of the award, Unit name and number, location, number of members, population of the town/city, and name of the law enforcement organization

chosen for the program.

2. The entry must be written in narrative form, double spaced, and must include all activities, hours spent, names of participating unit members, and activities relating to the event from inception to conclusion.
3. The event/activity must be clearly explained and include the outcome or rationale for winning this award, (what was accomplished; either as it relates to one individual, event, group or community).
4. The submission must include dollars spent and proceeds: Specifically, what was given by the Unit and date in which it was received by the law enforcement agency or it's designee.
5. Media cover age, photos, flyers or other promotional material should be included at the end of the report.
6. Entries must be signed and dated by the Unit president and national security chairman and received by the Department national security chairman no later than 30 days prior to Convention.

**The Rosemary Hamblin Award for
Gold Star Mothers Support**

(Note: Expires in 2034)

Sponsored by USS Tampa Unit 5

Awarded annually to the Unit that best demonstrates how the unit members worked with and supported the Gold Star Mother(s) and/or the American Gold Star Mothers Chapter.

1. Cover Page must include:
 - A. Unit Name, number, and location
 - B. Membership grouping
 - C. Name of Award
 - D. Auxiliary year (e.g. 2020-2021)
 - E. Name of Unit President
 - F. Name of Unit National Security Chairman, email address and phone number
2. Entry to be written in narrative form, not to exceed 1,000-word count, typewritten on 8 1/2" x 11" white paper, double spaced

with one-inch margins.

3. Include dates, project or event, members that participated, money spent or donated, Gold Star Mother(s) that participated or was honored, and volunteer hours contributed.

4. Media cover page, flyers or any other promotional material should be included at the end of the report.

5. Entry must be received by the Department National Security Chairman no later than 30 days prior to Convention.

MARGARET “PEGGY” CONE AWARD

(Note: Award expires in 2030)

Sponsored by Orlando Memorial Unit 19

Awarded annually to the Unit that reports the “Best All Around” program in National Security activities. Entry to be written in narrative form, typewritten on 8 1/2” x 11 inch white paper, double spaced with one inch margins, and bound in a folder.

1. Fly Page must include:
 - a. Name, number, and location of Unit.
 - b. Unit Membership grouping
 - c. Name of Award
 - d. Auxiliary Year (e.g. 2018-2019)
 - e. Name of Unit President
 - f. Name and address of Unit National Security Chairman
2. Entry to be submitted by Unit National Security Chairman to Department National Security Chairman no later than thirty (30) days prior to Department Convention, unless Department schedules another date.
3. Unit must have donated to the USO on a Donation Remittance Form to Department Headquarters.
4. Entry must include a copy of the Unit’s National Security Annual Report along with the narrative.
5. Newspaper clippings, photographs and other materials may be included, and must be inserted in the back of the entry.

6. Special emphasis in judging will be given as to size of Unit and accomplishments accordingly.
7. The Department Chairman will be assisted in judging by committee members or, at the Department Chairman's discretion, other individuals deemed appropriate.

POPPY

SHIRLEY HARBOUR AWARD

(Note: expires in 2030)

Sponsoring by - Pinecastle, Unit 286

Awarded to the unit submitting the best narrative, not more than 1,000 words, on 8 ½" x 11" paper, describing their promotion of the Poppy program. Report should include the number of Unit members recruited (Junior and Senior) to support Poppy Days, the community involvement in our Poppy Program, and the publicity used in the promotion of the Poppy story. Unit must have ordered a minimum of 1,000 Poppies.

Fly page to include name, number and location of the Unit, name of the Unit President and the Unit Poppy Chairman. Entry to reach Department Chairman by thirty (30) days prior to Department convention.

RULES FOR THE POPPY POSTER CONTEST

1. Contests shall be sponsored by Units in schools. However, when this activity is not conducted by the schools, other youths, including Junior American Legion Auxiliary members may participate under the direct supervision of the Unit.
 - Class I Grades 2 and 3
 - Class II Grades 4 and 5
 - Class III Grades 6 and 7
 - Class IV Grades 8 and 9
 - Class V Grades 10 and 11

Class VI Grade 12

Class VII Students with Special Needs as Defined:

- a. Those in Special education classes.
 - b. A student recommended for special education classes, but who has not been admitted due to waiting list or various other casual factors.
 - c. A child identified as having a disability, but not in a special education class due to lack of facilities, identification contingent upon discretion of school officials.
3. There shall be a National Award for the best poster in each class.
4. Each Department shall establish its own procedure for judging posters. Refer to the Department Chairman Bulletin.
5. Poppy Posters:
- a. Each poster shall have a fitting slogan not to exceed ten (10) words. Articles “a”, “and”, “an”, “the” are not to be counted as words. The words “buddy” and “buy” cannot be used.
 - b. The words “American Legion Auxiliary” must be used in the design of the poster and will not be counted in the (10) word count.
 - c. Each poster must carry a picture of the Flanders Poppy in the correct Color (four red petals with a center of green and black).
 - d. The poppy shall have four petals and no leaves.
 - e. The Department shall determine the closing date of the Unit Contest. The poster shall be 11 x 14 poster board (effective 2008-2009 Administrative year. (Drawing paper will not be accepted).
 - f. The United States Flag may be used as long as there are no infractions of the flag code.
 - g. Posters will be judged using the following criteria:
 1. 50% – Poster appeal (layout, message, originality)
 2. 40% – Artistic ability (design and color)

3. 10% – Neatness
- h. Media used shall be watercolors, crayons, powder or oil paint, handmade paper cutouts, ink or textures, acrylics, pencils and markers.
 - i. Written in ink on the back of the poster (not attached) shall be the class in which the entry is submitted, the name, address, age and grade of the contestant and the name of the Department.
 - j. The poster shall be the work of only one individual.
 - k. No humorous drawings or slogans shall be used.
 - l. The label “In Memoriam” from the veteran-made poppy may not be used.
 - m. When the Holy Cross is used, the Star of David shall also be used.

PUBLIC RELATIONS

PRESS BOOK RULES

Fly-leaf to contain: Unit name and number; location; membership group; number of inches of print; number of inches of pictures. (Pictures to be measured by measuring across, then down, then multiplying the two figures.) Book must contain only news clippings and pictures. (No glossy photographs or souvenirs.) Name and date of paper must be above each article. Please save three (3) copies of all clippings. One for Unit press book, one for District press book, and one for Department press book

DOROTHY DUKE AWARD PRESS BOOK

(Note: expires in 2031)

Sponsored by Melbourne, Unit 163

The Press Book Trophy will be presented to the Unit which submitted the Press Book which is judged “Best All Around”. The winner will be chosen on a percentage basis from a group comprised of the first place winner in each membership grouping, Rules governing its selection will be the same as those used to

determine the “Best Press Book.”

**HELEN GARDNER
UNIT MEMBER OF THE YEAR AWARD**

The rules are as follows:

1. Only Senior members in good standing are eligible.
2. The eligible member will not have served in a leadership role higher than Unit President, but does not have to have served as President.
3. Selection should be based on the contribution the member had made through a program or project for the current year. What did this member do that was outstanding?
4. Years of membership do not matter . This may be a new member.
5. Only one entry from each Unit is to be submitted.
6. The name and address of the person selected by the Unit, together with a narrative of not more than 1,000 words describing your nominee’s work and achievement or the current year is to be received by the Department President no later than thirty (30) days prior to Department Convention. Unit entry is to be signed by the Unit President and Unit Secretary.

VA&R

DOROTHY SMITH AWARD

(Note: expires in 2026)

Sponsored by Lady Lake, Unit 347

To be awarded annually to the Unit that reports the “Best All Around VA&R Program or Project” that includes the following:

1. Cover page with Name of award, Unit name and number Unit locations, name of the Unit President and name of Unit

VA&R Chairman.

2. Cash contributions must be made through Department Headquarters to at least one VA hospital and at least one Fisher House and to The National Creative Arts Festival.
3. Unit must participate in and/or donate to a homeless veterans Program or project.
4. Entry must be in narrative form, double spaced, 8 ½" x 11"
5. pa per, not to exceed 1,000 words and include a cover page and placed in a report cover.
6. Each entry to be received by the Department Chairman no later than thirty (30) days prior to Department Convention.

THERESA GILLES AWARDS

(Note: expires in 2031)

Sponsored by Jim J. Gilleo Unit 283

This award is to be given to the Unit with the most creative Veteran's event. This should be an actual event which involves veterans in some capacity.

To be considered for the award please use a blue or red binder including the following;

Title page:

1. Include full name and number of Unit
2. Name of Unit President
3. Name of VA&R Chairman
4. Names of Unit members involved (include their officer positions if applicable)
5. Name, date and location of the event

◆ Inside

6. A brief narrative (50 – 100 words) describing the event, include the number of veterans involved.
7. Picture evidence
8. Flyers

CALENDAR OF ACTIVITIES

This suggested Department calendar of activities is a guide for monthly meetings. All Units are urged to follow this calendar and schedule some program, talk, round-table discussion or special meeting in keeping with the subject for the month.

July	Girls State
August	Past Presidents Parley
September	Constitution & Bylaws
October	Education
November	Membership
December	Veterans Affairs & Rehabilitation
January	Legislative & National Security
February	Americanism
March	Community Service
April	Children and Youth
May	Poppy
June	Juniors

ARTICLES SOLD BY DEPARTMENT HEADQUARTERS

See online store for merchandise at www.alafl.org

AMERICAN LEGION AUXILIARY HEADQUARTERS DEPARTMENT OF FLORIDA

Physical / Mailing Address
1912A Lee Road, Orlando, 32810

APPROVED FINANCE COMMITTEE RULES

1.
 - a. There shall be no raising of funds, nor any project involving the raising of funds by any Department Chairman or Hospital Representative without prior approval of the Department Finance Committee.
 - b. Due to IRS regulations, **there shall be no fund raising allowed by a District**. Only Units within a District may initiate Fund Raising Projects.
 - c. There shall be no solicitation of funds at any Department meeting by members of a Unit, District, The American Legion, Sons of The American Legion or any other organization.
 - d. There shall be no solicitation of funds at any Department meeting by a **Department Chairman** without written permission from the Department President 60 days prior to the meeting. Copy of permission is to be sent to Headquarters.
 - e. A Candidate running for Department President shall not fundraise earlier than 18 months prior to taking office.

2. All requests for travel and lodging provided for in the budget shall be submitted to Department Headquarters within thirty (30) days of travel, using the proper worksheet and must include proof of mileage from map source (i.e. MapQuest, Google maps, etc.) . For lodging reimbursement, the hotel receipt must accompany the reimbursement form and must show the name of the member requesting lodging reimbursement on the reservation/receipt/room and submitted on the proper worksheet. Any member traveling from out of the State of Florida to receive .25 per mile from location of the Unit where they hold membership to the site of meeting or special event. Final Department Convention expenses to be paid once an oral report is given, a written report is submitted for the Book of Reports, and all files are turned

over to successor.

3. Districts are not allowed to have bank accounts.
4. All requests for expense reimbursement by a Department Officer, Chairman or Hospital Representative must be accompanied by valid receipts and worksheet. No payment will be made after 30 days after the event.
5. The incoming Department President should seek approval of the Finance Committee for a special fund raising project, if the incoming Department President elects to support one during her year.
6. Registration fee for the Annual Department Convention shall be that of The American Legion.
7. All checks for dues and contributions sent to Department Office must be made payable to “American Legion Auxiliary, Dept. of FL”. Donations to local charities, supported by a Unit, must be sent directly to the charity and reported on the Unit’s Annual Year end Report Form.
8. All contributions must be sent to Department Headquarters by April 30th. All monies received after April 30th will not appear until the July contribution report for award and accounting purposes.
9. District Presidents are required to report at the District Constitutional Conference the income and expenditures of the District for their administration from District dues received and turnover any remaining dues to the incoming District President.

10. Invoices will be issued to all Units for the Rehabilitation, Education, Girls State, Sock/ Undergarment Quotas and Bonding Fee by Department Headquarters and these invoices are payable upon receipt.
11. Any bonding claim submitted by a Unit who has not paid its six dollar (\$6.00) Bonding Fee, and does not have a two (2)-signature account, will not be accepted.
12. Whereas, it may be necessary to make adjustments within the budget during the administrative year, the Finance Committee is authorized to make necessary adjustments within the approved budget.

RISK MANAGEMENT

The Department Risk & Compliance Committee shall adequately protect and maintain from unnecessary risk the American Legion Auxiliary, Department of Florida's assets. Accordingly, the Department Risk & Compliance Committee shall:

1. Procure and create policies and procedures to insure against theft and casualty losses of tangible personal property to at least 80 percent replacement value and against liability losses to board members, staff, or the organization itself at no less than minimally acceptable prudent levels.
2. Procure and create policies and procedures to insure sufficient employee dishonesty insurance and directors' and officers' liability insurance for personnel with access to material amounts of funds.
3. Implement policies and procedures to protect the organization, its board, and staff from exposure leading to

claims of liability.

4. Implement policies and procedures to protect intellectual property, information, and files from loss or significant damage.
5. Review for accuracy and risk of all financial accounts.
6. Review all contracts prior to signing, and buyouts.
7. Review all insurance policies concerning Department of Florida Headquarters and American Legion Auxiliary Governance.

FINANCIAL CONTROLS

1. Finance Committee Chairman to review bank statements and credit card statements monthly to verify account balances, flag any abnormal expenses, confirm check signatures and confirm checks cut to an account signee are signed by a different signee. Finance Committee to review the Balance Sheet and Profit & Loss Statement semi-annually. Finance Committee to review Budget Variance Account (BVA) quarterly. Finance Committee shall review, on a semi-annual basis, all disbursements in the amount of \$4,000 or more.
2. External Audit, review or compilation to be held annually by a certified outside CPA firm.
3. Department Treasurer will receive, process, or disburse funds under financial controls that meet the external accountant standards.
4. No loan may be made to anyone for any purpose.

5. All accounts shall be maintained in financial institutions that are federally insured, unless approved by the Finance Committee. Accounts should be of an amount lower than the maximum FDIC insured level (currently \$250,000), unless approved by the Finance Committee.
6. The authority to sign is limited to: President, 1st Vice President, immediate Past President, Department Secretary, and assigned volunteer for a special account (example: Girls State or VA accounts). Department Treasurer & Finance Chairman shall not be a signee on any account but shall have the only administrator access for the accounts.
7. Department Treasurer shall be the account administrator for the online banking portal and shall assign review-only privilege to the Finance Chairman.
8. Checks less than \$4,000 shall require only the Secretary's signature, or two of any signee's signatures. Checks of \$4,000 or greater require two signatures ***with the exception of the monthly corporate credit card bill for membership.*** Any expenditure that is not a budgeted item must have two signatures. Disbursement checks to any individual may not be signed solely by that individual. All cash disbursements require receipts, or other supporting documentation.
9. Electronic drafts and payments shall be handled in the same manner as a check. Email approval from authorized signee's shall be sufficient for approval of payment by Department Treasurer.
10. A Corporate Credit card may be issued to the President for the use of travel related expenses. A Corporate Credit card may be issued to the Office Manager for the use of

travel related expenses and office supplies. Two Department credit cards issued to the 1st VP and Finance Committee Chairman will be secured in the office safe and these cards will only be used by staff for the processing of membership. All purchases must be evidenced by a receipt and turned in within 2 weeks of a purchase.

11. Blank checks will never be pre-signed, and all blank checks will be secured by the Department Treasurer within the Department Office.
12. Cash shall always be secured in office safe.
13. The key to the Department Treasurer's office shall be secured under lock and key by the Legion's Finance Director. This key shall be accessible only to Department staff or Finance committee chairman or Department President, and only for use if emergency access to the office is needed. In the event the key is accessed, the Legion Finance Director has agreed to notify Treasurer in writing or electronically when and who accessed key for office entry.
14. A staff member unrelated to the depositing process will open the mail and prepare a list of checks received to compare to deposits made.
15. Bank statements shall be reconciled every month by the Department Treasurer for accounts which the Department Treasurer disburses checks and verified by Finance Chairman and reviewed by Risk and Compliance Chairman. The Department Treasurer will reconcile on a monthly basis, all other accounts from which she does not disburse checks.

16. Any approved fundraising by a Department Chairman is the sole responsibility of the Chairman and must reconcile all ticket sales and monies collected to the Department Treasurer or Finance Chairman prior to or at the conclusion of the fundraising event. All monies must be turned in as designated on the approved Department Fundraising Request Form.

MEMBERSHIP GOALS

Membership goals for Units 2023– 2024 will be National’s Department Goal as of (August 1, 2022) plus one new member .

MEMBERSHIP GROUPS

All awards to be made at the 2023-2024 Department Convention will be based on the following as determined by Unit membership at close of books thirty (30) days prior to the 2024 Convention.

Group 1 (10-50 Members)

0004	Lakeland	0192	Fort Myers
0005	Tampa	0199	W Palm Beach
0011	Arcadia	0201	Florence Villa
0015	Dade City	0209	Dania Beach
0016	Gainesville	0210	Ocala
0018	Wildwood	0215	Jasper
0020	Belle Glade	0217	Quincy
0027	Ocala	0220	Ft Lauderdale
0036	Ft Lauderdale	0222	Fort Lauderdale
0038	Fort Myers	0230	Hawthorne
0041	Eustis	0236	Bronson
0043	Homestead	0239	Groveland
0045	Palatka	0244	Jacksonville
0046	Tarpon Springs	0248	West Tampa
0049	Monticello	0255	Deltona
0058	Dunnellon	0259	Debary
0063	Winter Garden	0287	Deerfield Beach
0067	North Miami	0288	Boynton Beach
0071	Lake Wales	0310	Hallandale
0083	Macclenny	0331	Orlando
0084	Havana	0344	Merritt Island
0098	Coral Gables	0346	Miami
0099	Brooksville	0365	Sunrise
0100	Marianna	0367	Royal Palm Beach
0108	Land O' Lakes	0372	Mandarin
0109	Ocoee	0373	Orange Park
0112	Winter Park	0374	Key Biscayne
0115	Palm Coast	0375	Southport
0127	Lake Helen	0401	Hilliard
0147	Odessa	0402	Panama City Beach
0149	Newberry	0410	Viera
0167	Tampa	0412	Orlando
0168	Key West	0415	Punta Gorda
0171	Fort Pierce	0418	Spring Hill

GROUP 2 (51-100 MEMBERS)

0003	Bartow	0191	Melbourne
0009	Jacksonville	0193	Pensacola
0013	Tallahassee	0194	St Augustine
0019	Orlando	0197	Jacksonville
0028	Key West	0202	Keystone Heights
0030	Sarasota	0224	Madison
0034	Haines City	0241	Sneads
0047	Lake Worth	0268	Riviera Beach
0065	Delray Beach	0284	Bellevue
0077	Inverness	0296	Destin
0082	Lanark	0304	Dania
0088	Jacksonville	0330	Leesburg
0092	Hollywood	0333	Key Largo
0107	Live Oak	0335	Hudson
0111	Tampa	0351	Fort Myers
0123	Sanibel	0358	White City
0133	Miami	0366	Barefoot Bay
0139	Tampa	0378	Gulf Breeze
0141	West Palm Beach		
0180	Fort Lauderdale		

GROUP 3 (101-200 MEMBERS)

0006	Deland	0183	Fern Park
0010	Kissimmee	0189	Sebastian
0014	St Petersburg	0200	Satellite Beach
0017	New Smyrna Beach	0221	Niceville
0022	Cocoa	0233	Ponte Vedra Beach
0031	South Miami	0235	Ft Walton Beach
0035	Mount Dora	0242	Orlando
0040	Fort Pierce	0254	North Port
0064	Okeechobee	0266	Fruitville
0072	Mulberry	0270	Port Orange
0074	Sebring	0271	Tequesta
0101	Bushnell	0277	Boca Raton
0126	Jensen Beach	0285	Edgewater
0130	Labelle	0286	Orlando
0142	Pompano Beach	0305	St Pete Beach
0154	Marathon	0309	Palmetto
0157	Margate	0312	Oneco
0162	Deerfield Beach	0356	Lynn Haven
0164	Boynton Beach	0382	Navarre
0166	Homosassa Springs	0383	Old Town
		0392	Panama City

GROUP 4 (201-400 MEMBERS)

0001	Titusville	0158	Treasure Island
0007	Clearwater	0163	Eau Gallie
0017	New Smyrna Beach	0173	Holiday
0024	Bradenton	0186	Brooksville
0039	Vero Beach	0219	Fruitland Park
0054	Fernandina Beach	0237	Beverly Hills
0057	Lake City	0238	Safety Harbor
0075	Crestview	0240	Pensacola
0080	Saint Cloud	0250	Middleburg
0090	Cape Coral	0267	Ormond Beach
0104	Pinellas Park	0291	Steinhatchee
0113	Rotonda West	0316	Atlantic Beach
0119	Largo	0321	Cooper City
0120	HollyHill	0325	Ellenton
0125	St Petersburg	0340	Pensacola
0129	Jacksonville Beach	0348	Cape Canaveral
0135	Naples	0359	Port St John
0148	Riverview	0361	S Daytona
0152	Tampa	0394	Palm Bay

GROUP 5 (401-600 MEMBERS)

0025	Lake Placid
0079	New Port Richey
0110	Port Charlotte
0117	Palm Bay
0137	Jacksonville
0138	Tampa
0155	Crystal River
0283	Jacksonville
0303	Bonita Springs
0323	Lehigh Acres
0336	N Ft Myers

GROUP 6 (601+ MEMBERS)

0008	Winter Haven
0062	Stuart
0069	Avon Park
0103	Punta Gorda
0136	Saint James City
0159	Venice
0252	Seminole
0273	Madeira Beach
0274	Fort Myers Beach
0275	Dunedin
0318	Port St Lucie
0347	Lady Lake

Quotas

				Rehab	Education	Girls State	Undergarment	Bonding
District	UNIT	CITY	SENIOR	\$1.55	\$0.55	\$1.00	see chart	\$6.00
01	0075	Crestview	219	\$339.45	\$120.45	\$219.00	\$ 10.00	\$6.00
	0193	Pensacola	55	\$85.25	\$30.25	\$55.00	\$7.00	\$6.00
	0221	Niceville	148	\$229.40	\$81.40	\$148.00	\$8.00	\$6.00
	0235	Ft Walton Beach	133	\$206.15	\$73.15	\$133.00	\$8.00	\$6.00
	0240	Pensacola	234	\$362.70	\$128.70	\$234.00	\$10.00	\$6.00
	0296	Destin	83	\$128.65	\$45.65	\$83.00	\$7.00	\$6.00
	0340	Pensacola	322	\$499.10	\$177.10	\$322.00	\$10.00	\$6.00
	0356	Lynn Haven	138	\$213.90	\$75.90	\$138.00	\$8.00	\$6.00
	0375	Southport	43	\$66.65	\$23.65	\$43.00	\$6.00	\$6.00
	0378	Gulf Breeze	56	\$86.80	\$30.80	\$56.00	\$7.00	\$6.00
	0382	Navarre	173	\$268.15	\$95.15	\$173.00	\$8.00	\$6.00
	0392	Panama City	188	\$291.40	\$103.40	\$188.00	\$8.00	\$6.00
0402	Panama City	45	\$69.75	\$24.75	\$45.00	\$6.00	\$6.00	
02	0013	Tallahassee	68	\$105.40	\$ 37.40	\$ 68.00	\$ 7.00	\$6.00
	0082	Lanark	73	\$113.15	\$ 40.15	\$ 73.00	\$ 7.00	\$6.00
	0084	Havana	13	\$20.15	\$ 7.15	\$ 13.00	\$ 6.00	\$6.00
	0100	Marianna	28	\$43.40	\$ 15.40	\$ 28.00	\$ 6.00	\$6.00
	0217	Quincy	37	\$57.35	\$ 20.35	\$ 37.00	\$ 6.00	\$6.00
	0241	Sneads	50	\$77.50	\$ 27.50	\$ 50.00	\$ 6.00	\$6.00
03	0049	Monticello	33	\$51.15	\$ 18.15	\$ 33.00	\$ 6.00	\$6.00
	0057	Lake City	226	\$350.30	\$ 124.30	\$ 226.00	\$ 10.00	\$6.00
	0107	Live Oak	65	\$100.75	\$ 35.75	\$ 65.00	\$ 7.00	\$6.00
	0215	Jasper	32	\$49.60	\$ 17.60	\$ 32.00	\$ 6.00	\$6.00
	0224	Madison	53	\$82.15	\$ 29.15	\$ 53.00	\$ 7.00	\$6.00
	0291	Steinhatchee	209	\$323.95	\$ 114.95	\$ 209.00	\$ 10.00	\$6.00
	0383	Old Town	146	\$226.30	\$ 80.30	\$ 146.00	\$ 8.00	\$6.00

				Rehab	Educa- tion	Girls State	Under- garment	Bond ing
District	UNIT	CITY	SEN- IOR	\$1.55	\$0.55	\$1.00	see chart	\$6.00
04	0016	Gainesville	31	\$48.05	\$17.05	\$31.00	\$ 6.00	\$6.00
	0027	Ocala	16	\$24.80	\$8.80	\$16.00	\$ 6.00	\$6.00
	0058	Dunnellon	25	\$38.75	\$13.75	\$25.00	\$ 6.00	\$6.00
	0077	Inverness	73	\$113.15	\$40.15	\$73.00	\$ 7.00	\$6.00
	0149	Newberry	29	\$44.95	\$15.95	\$29.00	\$ 6.00	\$6.00
	0155	Crystal River	404	\$626.20	\$222.20	\$404.00	\$ 20.00	\$6.00
	0166	Homosassa Springs	163	\$252.65	\$89.65	\$163.00	\$ 8.00	\$6.00
	0210	Ocala	10	\$15.50	\$5.50	\$10.00	\$ 6.00	\$6.00
	0230	Hawthorne	29	\$44.95	\$15.95	\$29.00	\$ 6.00	\$6.00
	0236	Bronson	40	\$62.00	\$22.00	\$40.00	\$ 6.00	\$6.00
	0237	Beverly Hills	206	\$319.30	\$113.30	\$206.00	\$ 10.00	\$6.00
	0284	Bellevue	77	\$119.35	\$42.35	\$77.00	\$ 7.00	\$6.00
05	0009	Jacksonville	58	\$89.90	\$31.90	\$58.00	\$ 7.00	\$6.00
	0054	Fernandina Beach	217	\$336.35	\$119.35	\$217.00	\$10.00	\$6.00
	0088	Jacksonville	82	\$127.10	\$45.10	\$82.00	\$ 7.00	\$6.00
	0129	Jacksonville Beach	367	\$568.85	\$201.85	\$367.00	\$10.00	\$6.00
	0137	Jacksonville	436	\$675.80	\$239.80	\$436.00	\$20.00	\$6.00
	0194	St Augustine	53	\$82.15	\$29.15	\$53.00	\$ 7.00	\$6.00
	0197	Jacksonville	48	\$74.40	\$26.40	\$48.00	\$ 6.00	\$6.00
	0202	Keystone Heights	89	\$137.95	\$48.95	\$89.00	\$ 7.00	\$6.00
	0233	Ponte Vedra Beach	134	\$207.70	\$73.70	\$134.00	\$ 8.00	\$6.00
	0244	Jacksonville	37	\$57.35	\$20.35	\$37.00	\$ 6.00	\$6.00
	0250	Middleburg	286	\$443.30	\$157.30	\$286.00	\$ 10.00	\$6.00
	0283	Jacksonville	477	\$739.35	\$262.35	\$477.00	\$ 20.00	\$6.00
	0316	Atlantic Beach	327	\$506.85	\$179.85	\$327.00	\$ 20.00	\$6.00
	0372	Mandarin	30	\$46.50	\$16.50	\$30.00	\$ 6.00	\$6.00
	0373	Orange Park	26	\$40.30	\$14.30	\$26.00	\$ 6.00	\$6.00
0401	Hilliard	38	\$58.90	\$20.90	\$38.00	\$ 6.00	\$6.00	

				Rehab	Education	Girls State	Under- garment	Bond- ing Fee
Dis- trict	UNIT	CITY	SEN- IOR	\$1.55	\$0.55	\$1.00	see chart	\$6.00
06	0010	Kissimmee	196	\$303.80	\$107.80	\$196.00	\$ 8.00	\$6.00
	0018	Wildwood	20	\$31.00	\$11.00	\$20.00	\$ 6.00	\$6.00
	0019	Orlando	94	\$145.70	\$51.70	\$94.00	\$ 7.00	\$6.00
	0035	Mount Dora	132	\$204.60	\$72.60	\$132.00	\$ 8.00	\$6.00
	0041	Eustis	10	\$15.50	\$5.50	\$10.00	\$ 6.00	\$6.00
	0055	Clermont	250	\$387.50	\$137.50	\$250.00	\$ 10.00	\$6.00
	0063	Winter Garden	23	\$35.65	\$12.65	\$23.00	\$ 6.00	\$6.00
	0080	Saint Cloud	269	\$416.95	\$147.95	\$269.00	\$ 10.00	\$6.00
	0101	Bushnell	111	\$172.05	\$61.05	\$111.00	\$ 8.00	\$6.00
	0109	Ocoee	10	\$15.50	\$5.50	\$10.00	\$ 6.00	\$6.00
	0112	Winter Park	25	\$38.75	\$13.75	\$25.00	\$ 6.00	\$6.00
	0183	Fern Park	118	\$182.90	\$64.90	\$118.00	\$ 8.00	\$6.00
	0219	Fruitland Park	236	\$365.80	\$129.80	\$236.00	\$ 10.00	\$6.00
	0239	Groveland	11	\$17.05	\$6.05	\$11.00	\$ 6.00	\$6.00
	0242	Orlando	100	\$155.00	\$55.00	\$100.00	\$ 7.00	\$6.00
	0286	Orlando	153	\$237.15	\$84.15	\$153.00	\$ 8.00	\$6.00
	0330	Leesburg	59	\$91.45	\$32.45	\$59.00	\$ 7.00	\$6.00
	0331	Orlando	27	\$41.85	\$14.85	\$27.00	\$ 6.00	\$6.00
0347	Lady Lake	2564	\$3,974.20	\$1,410.20	\$2,564.00	\$ 25.00	\$6.00	
0412	Orlando	11	\$17.05	\$6.05	\$11.00	\$ 6.00	\$6.00	
07	0003	Bartow	78	\$120.90	\$42.90	\$78.00	\$ 7.00	\$6.00
	0004	Lakeland	44	\$68.20	\$24.20	\$44.00	\$ 6.00	\$6.00
	0008	Winter Haven	649	\$1,005.95	\$356.95	\$649.00	\$ 25.00	\$6.00
	0015	Dade City	12	\$18.60	\$6.60	\$12.00	\$ 6.00	\$6.00
	0034	Haines City	89	\$137.95	\$48.95	\$89.00	\$ 7.00	\$6.00
	0071	Lake Wales	42	\$65.10	\$23.10	\$42.00	\$ 6.00	\$6.00
	0072	Mulberry	140	\$217.00	\$77.00	\$140.00	\$ 8.00	\$6.00
	0201	Florence Villa	21	\$32.55	\$11.55	\$21.00	\$ 6.00	\$6.00

				Rehab	Education	Girls State	Under-garment	Bonding Fee
District	UNIT	CITY	SENIOR	\$1.55	\$0.55	\$1.00	see chart	\$6.00
08	0011	Arcadia	35	\$54.25	\$19.25	\$35.00	\$6.00	\$6.00
	0024	Bradenton	309	\$478.95	\$169.95	\$309.00	\$10.00	\$6.00
	0025	Lake Placid	457	\$708.35	\$251.35	\$457.00	\$20.00	\$6.00
	0030	Sarasota	70	\$108.50	\$38.50	\$70.00	\$7.00	\$6.00
	0069	Avon Park	729	\$1,129.95	\$400.95	\$729.00	\$25.00	\$6.00
	0074	Sebring	129	\$199.95	\$70.95	\$129.00	\$8.00	\$6.00
	0113	Rotonda West	323	\$500.65	\$177.65	\$323.00	\$10.00	\$6.00
	0159	Venice	683	\$1,058.65	\$375.65	\$683.00	\$25.00	\$6.00
	0254	North Port	143	\$221.65	\$78.65	\$143.00	\$8.00	\$6.00
	0266	Fruitville	163	\$252.65	\$89.65	\$163.00	\$8.00	\$6.00
	0309	Palmetto	185	\$286.75	\$101.75	\$185.00	\$8.00	\$6.00
	0312	Oneco	180	\$279.00	\$99.00	\$180.00	\$8.00	\$6.00
	0325	Ellenton	211	\$327.05	\$116.05	\$211.00	\$10.00	\$6.00
09	0036	Ft Lauderdale	29	\$44.95	\$15.95	\$29.00	\$6.00	\$6.00
	0092	Hollywood	81	\$125.55	\$44.55	\$81.00	\$7.00	\$6.00
	0142	Pompano Beach	178	\$275.90	\$97.90	\$178.00	\$8.00	\$6.00
	0157	Margate	166	\$257.30	\$91.30	\$166.00	\$8.00	\$6.00
	0162	Deerfield Beach	160	\$248.00	\$88.00	\$160.00	\$8.00	\$6.00
	0180	Fort Lauderdale	88	\$136.40	\$48.40	\$88.00	\$7.00	\$6.00
	0209	Dania Beach	13	\$20.15	\$7.15	\$13.00	\$6.00	\$6.00
	0220	Ft Lauderdale	19	\$29.45	\$10.45	\$19.00	\$6.00	\$6.00
	0222	Fort Lauderdale	44	\$68.20	\$24.20	\$44.00	\$6.00	\$6.00
	0287	Deerfield Beach	15	\$23.25	\$8.25	\$15.00	\$6.00	\$6.00
	0304	Dania	63	\$97.65	\$34.65	\$63.00	\$7.00	\$6.00
	0310	Hallandale	30	\$46.50	\$16.50	\$30.00	\$6.00	\$6.00
	0321	Cooper City	197	\$305.35	\$108.35	\$197.00	\$8.00	\$6.00
	0365	Sunrise	15	\$23.25	\$8.25	\$15.00	\$6.00	\$6.00

				Rehab	Educa- tion	Girls State	Under- garment	Bonding Fee
Dis- trict	UNIT	CITY	SENIOR	\$1.55	\$0.55	\$1.00	see chart	\$6.00
11	0020	Belle Glade	47	\$72.85	\$25.85	\$47.00	\$6.00	\$6.00
	0047	Lake Worth	94	\$145.70	\$51.70	\$94.00	\$7.00	\$6.00
	0062	Stuart	606	\$939.30	\$333.30	\$606.00	\$25.00	\$6.00
	0064	Okeechobee	119	\$184.45	\$65.45	\$119.00	\$8.00	\$6.00
	0065	Delray Beach	52	\$80.60	\$28.60	\$52.00	\$7.00	\$6.00
	0141	West Palm Beach	72	\$111.60	\$39.60	\$72.00	\$7.00	\$6.00
	0164	Boynton Beach	139	\$215.45	\$76.45	\$139.00	\$8.00	\$6.00
	0199	W Palm Beach	45	\$69.75	\$24.75	\$45.00	\$6.00	\$6.00
	0268	Riviera Beach	57	\$88.35	\$31.35	\$57.00	\$7.00	\$6.00
	0271	Tequesta	171	\$265.05	\$94.05	\$171.00	\$8.00	\$6.00
	0277	Boca Raton	109	\$168.95	\$59.95	\$109.00	\$8.00	\$6.00
	0288	Boynton Beach	10	\$15.50	\$5.50	\$10.00	\$6.00	\$6.00
	0367	Royal Palm Beach	30	\$46.50	\$16.50	\$30.00	\$6.00	\$6.00
	12	0001	Titusville	238	\$368.90	\$130.90	\$238.00	\$10.00
0022		Cocoa	105	\$162.75	\$57.75	\$105.00	\$8.00	\$6.00
0039		Vero Beach	215	\$333.25	\$118.25	\$215.00	\$10.00	\$6.00
0040		Fort Pierce	195	\$302.25	\$107.25	\$195.00	\$8.00	\$6.00
0081		Melbourne	200	\$310.00	\$110.00	\$200.00	\$8.00	\$6.00
0117		Palm Bay	539	\$835.45	\$296.45	\$539.00	\$20.00	\$6.00
0126		Jensen Beach	166	\$257.30	\$91.30	\$166.00	\$8.00	\$6.00
0163		Eau Gallie	228	\$353.40	\$125.40	\$228.00	\$10.00	\$6.00
0171		Fort Pierce	14	\$21.70	\$7.70	\$14.00	\$6.00	\$6.00
0189		Sebastian	192	\$297.60	\$105.60	\$192.00	\$8.00	\$6.00
0191		Melbourne	62	\$96.10	\$34.10	\$62.00	\$7.00	\$6.00
0200		Satellite Beach	170	\$263.50	\$93.50	\$170.00	\$8.00	\$6.00
0318		Port St Lucie	1355	\$2,100.25	\$745.25	\$1,355.00	\$25.00	\$6.00
0344		Merritt Island	33	\$51.15	\$18.15	\$33.00	\$6.00	\$6.00
0348		Cape Canaveral	225	\$348.75	\$123.75	\$225.00	\$10.00	\$6.00
0358		White City	69	\$106.95	\$37.95	\$69.00	\$7.00	\$6.00
0359		Port St John	357	\$553.35	\$196.35	\$357.00	\$10.00	\$6.00
0366		Barefoot Bay	48	\$74.40	\$26.40	\$48.00	\$6.00	\$6.00
0394	Palm Bay	229	\$354.95	\$125.95	\$229.00	\$10.00	\$6.00	
0410	Viera	6	\$9.30	\$3.30	\$6.00	\$6.00	\$6.00	

				Rehab	Education	Girls State	Under-garment	Bonding
Dis- trict	UNI T	CITY	SEN- IOR	\$1.55	\$0.55	\$1.00	see chart	\$6.00
13	0038	Fort Myers	39	\$60.45	\$21.45	\$39.00	\$6.00	\$6.00
	0090	Cape Coral	306	\$474.30	\$168.30	\$306.00	\$10.00	\$6.00
	0103	Punta Gorda	737	\$1,142.35	\$405.35	\$737.00	\$25.00	\$6.00
	0110	Port Charlotte	570	\$883.50	\$313.50	\$570.00	\$20.00	\$6.00
	0123	Sanibel	64	\$99.20	\$35.20	\$64.00	\$7.00	\$6.00
	0130	Labelle	151	\$234.05	\$83.05	\$151.00	\$8.00	\$6.00
	0135	Naples	385	\$596.75	\$211.75	\$385.00	\$10.00	\$6.00
	0136	Saint James	621	\$962.55	\$341.55	\$621.00	\$25.00	\$6.00
	0192	Fort Myers	18	\$27.90	\$9.90	\$18.00	\$6.00	\$6.00
	0274	Fort Myers	641	\$993.55	\$352.55	\$641.00	\$25.00	\$6.00
	0303	Bonita Springs	475	\$736.25	\$261.25	\$475.00	\$20.00	\$6.00
	0323	Lehigh Acres	401	\$621.55	\$220.55	\$401.00	\$20.00	\$6.00
	0336	N Ft Myers	498	\$771.90	\$273.90	\$498.00	\$20.00	\$6.00
	0351	Fort Myers	87	\$134.85	\$47.85	\$87.00	\$7.00	\$6.00
14	0028	Key West	55	\$85.25	\$30.25	\$55.00	\$7.00	\$6.00
	0031	South Miami	161	\$249.55	\$88.55	\$161.00	\$8.00	\$6.00
	0043	Homestead	37	\$57.35	\$20.35	\$37.00	\$6.00	\$6.00
	0067	North Miami	37	\$57.35	\$20.35	\$37.00	\$6.00	\$6.00
	0098	Coral Gables	16	\$24.80	\$8.80	\$16.00	\$6.00	\$6.00
	0133	Miami	57	\$88.35	\$31.35	\$57.00	\$7.00	\$6.00
	0154	Marathon	154	\$238.70	\$84.70	\$154.00	\$8.00	\$6.00
	0168	Key West	19	\$29.45	\$10.45	\$19.00	\$6.00	\$6.00
	0333	Key Largo	69	\$106.95	\$37.95	\$69.00	\$7.00	\$6.00
	0346	Miami	15	\$23.25	\$8.25	\$15.00	\$6.00	\$6.00
0374	Key Biscayne	34	\$52.70	\$18.70	\$34.00	\$6.00	\$6.00	

				Rehab	Educa- tion	Girls State	Under- garment	Bonding Fee
District	UNIT	CITY	SEN- IOR	\$1.55	\$0.55	\$1.00	see chart	\$6.00
15	0005	Tampa	26	\$40.30	\$14.30	\$26.00	\$6.00	\$6.00
	0099	Brooksville	20	\$31.00	\$17.05	\$20.00	\$6.00	\$6.00
	0111	Tampa	51	\$79.05	\$43.48	\$51.00	\$7.00	\$6.00
	0138	Tampa	545	\$844.75	\$464.61	\$545.00	\$20.00	\$6.00
	0139	Tampa	91	\$141.05	\$50.05	\$91.00	\$7.00	\$6.00
	0147	Odessa	45	\$69.75	\$24.75	\$45.00	\$6.00	\$6.00
	0148	Riverview	202	\$313.10	\$111.10	\$202.00	\$10.00	\$6.00
	0152	Tampa	247	\$382.85	\$135.85	\$241.00	\$10.00	\$6.00
	0167	Tampa	14	\$21.70	\$7.70	\$14.00	\$6.00	\$6.00
	0186	Brooksville	334	\$517.70	\$183.70	\$334.00	\$10.00	\$6.00
	0248	West Tam-	11	\$17.05	\$6.05	\$11.00	\$6.00	\$6.00
16	0007	Clearwater	254	\$393.70	\$139.70	\$254.00	\$10.00	\$6.00
	0014	St Peters-	114	\$176.70	\$62.70	\$114.00	\$8.00	\$6.00
	0079	New Port Richey	438	\$678.90	\$240.90	\$438.00	\$20.00	\$6.00
	0104	Pinellas	280	\$434.00	\$154.00	\$280.00	\$10.00	\$6.00
	0119	Largo	342	\$530.10	\$188.10	\$342.00	\$10.00	\$6.00
	0125	St Peters-	260	\$403.00	\$143.00	\$260.00	\$10.00	\$6.00
	0158	Treasure	329	\$509.95	\$180.95	\$329.00	\$10.00	\$6.00
	0173	Holiday	262	\$406.10	\$144.10	\$262.00	\$10.00	\$6.00
	0238	Safety	342	\$530.10	\$188.10	\$342.00	\$10.00	\$6.00
	0252	Seminole	1196	\$1,853.80	\$657.80	\$1,196.	\$25.00	\$6.00
	0273	Madeira	3880	\$6,014.00	\$2,134.	\$3,880.	\$25.00	\$6.00
	0275	Dunedin	1073	\$1,663.15	\$590.15	\$1,073.	\$25.00	\$6.00
	0305	St Pete	154	\$238.70	\$84.70	\$154.00	\$8.00	\$6.00
	0335	Hudson	92	\$142.60	\$50.60	\$92.00	\$7.00	\$6.00

				Rehab	Education	Girls	Under-	Bonding
Dis-	UNIT	CITY	SENIOR	\$1.55	\$0.55	\$1.00	see chart	\$6.00
17	0006	Deland	133	\$206.15	\$73.15	\$133.00	\$8.00	\$6.00
	0017	New Smyrna Beach	200	\$310.00	\$110.00	\$200.00	\$8.00	\$6.00
	0045	Palatka	37	\$57.35	\$20.35	\$37.00	\$6.00	\$6.00
	0115	Palm Coast	44	\$68.20	\$24.20	\$44.00	\$6.00	\$6.00
	0120	Holly Hill	214	\$331.70	\$117.70	\$214.00	\$10.00	\$6.00
	0127	Lake Helen	16	\$24.80	\$8.80	\$16.00	\$6.00	\$6.00
	0255	Deltona	24	\$37.20	\$13.20	\$24.00	\$6.00	\$6.00
	0259	Debary	27	\$41.85	\$14.85	\$27.00	\$6.00	\$6.00
	0267	Ormond	223	\$345.65	\$122.65	\$223.00	\$10.00	\$6.00
	0270	Port Orange	189	\$292.95	\$103.95	\$189.00	\$8.00	\$6.00
	0285	Edgewater	144	\$223.20	\$79.20	\$144.00	\$8.00	\$6.00
	0361	S Daytona	228	\$353.40	\$125.40	\$228.00	\$10.00	\$6.00

<u>Undergarment Groupings</u>	
1	1-50: \$6.00
2	51-100: \$7.00
3	101-200: \$8.00
4	201-400: \$10.00
5	401-600: \$20.00
6	601+: \$25.00

QUICK REFERENCE

Subject	<u>Page</u>
Americanism, Best All-Around Program (Doris Hahn)	93
Americanism Essay Topics	93
Articles sold by Department Headquarters	112
Auxiliary Emergency Fund (AEF)	82
Awards - Department Honorary, Scholarships, and Contests	93
Best All Around Unit Award	91
Change of address (Member's)	75
Chaplains (Unit, Instructions to)	77
Chaplain (Mae Nalley) Award	94
Charter	52
Charter a NEW Unit, How to	68
Charter revocation	52
Children & Youth (Lois McFall) Award	95
Children & Youth Sponsored Projects	82
Comfort Articles	90
Community Service (Jan Croft) Award	96
Correcting Other's Errors – Reminder	80
Death of Dept. Level Officer, Chairman, etc.	57
Delegates to National Convention	53
Department and Memorial Scholarship Rules	98
Department Awards by Sponsor & Expiration Dates	136

QUICK REFERENCE CONT'D.

<u>Subject</u>	<u>Page</u>
Department Honorary Awards	93
Department Honorary Award, Guidelines to Submit	101
Department President's Visit	69
Department Standing Rules	57
Discipline of a Member	55
Disputes within Unit	73
Dues, local	74
Duties of Department Officers & Chairmen	39
Duties of Department Vice President	64
Duties of District Presidents	65
Education Committee	82
Education Quota	82
Education Scholarship	97
Education Tutoring (Kathy DeRouin) Award	97
Eligibility Proof for New Member	75
Elections, Department Officers	62
Financial Controls (Department)	115
Finance (Department) Committee Rules, Approved	112
Flags, Placing in Correct Position	78

QUICK REFERENCE CONT'D.

<u>Subject</u>	<u>Page</u>
Girls State Program	82
Girls State, Selection of Girls	85
Girls Stater(s), (Theresa Matthews Briggs) Award	102
Historians, Unit Instructions to	77
Honorary Life Membership	75
Installations, Arrangements for	73
Membership cards	75
Membership Dues & Instructions	74
Membership Goals	118
Membership Groups by Unit Number	119
Monthly Calendar of Activities	111
National Security (Margaret Cone) Award	105
National Scholarships	103
Past Presidents Parley (Helen Gardner Member of the Year) Award	109
Poppy (Shirley Harbour) Award	106
Poppy Funds, Use of	70

QUICK REFERENCE CONT'D.

<u>Subject</u>	<u>Page</u>
Poppy monies	71
Poppy Poster	106
Poppy Program	88
Prayers & Devotional Thoughts, Book of	94
Presidents, Unit, Instructions to	72
Press Book Rules	108
Press Book Dorothy Duke Award	109
Quotas by District and Unit	124
Rehab Quotas	90
Risk Management (Department)	114
Running for Office	71
Secretaries, Unit, Instructions to	74
Sgt. – at – Arms, Duties	79
Sergeant At Arms, Instructions for	78
Tax Requirements (Unit)	49
Transfer of Membership	53
Treasurers, Unit, Instructions to	76
VA&R Program	89

DEPARTMENT AWARDS

AMERICANISM

Doris E. Hahn, North Miami Beach, Unit 257 - 2026

CHAPLAIN PRAYER BOOK

Mae Nalley, Lake Placid, Unit 25 – 2029

CHILDREN & YOUTH

Lois McFall, Lehigh Acres, Unit 323 – 2029

COMMUNITY SERVICE

Jan Croft, Boynton Beach, Unit 164 – 2033

EDUCATION

Elizabeth Nelson, St Cloud, Unit 80 - 2031

Kathy DeRouin, Orlando, Unit 19 - 2031

GIRLS STATE

Theresa Mathews Briggs, Unit 109 - 2031

NATIONAL SECURITY

Cathy Larkin - Richards Award, Unit 273 - 2031

Peggy Cone Award, Orlando Memorial, Unit 19 –2030

Rosemary Hamblin Award, USS Tampa 5 - 2034

PAST PRESIDENTS PARLEY

Helen Gardner, Unit Member of the Year Plaque
Department of Florida

POPPY

Shirley Harbour, Pinecastle, Unit 286 - 2030

PUBLIC RELATIONS

Dorothy Duke, Melbourne , Unit 163 - 2031

UNIT OF THE YEAR

Department of Florida

VA&R

Dorothy Smith Award, Lady Lake, Unit 347 - 2026

Theresa Gilleo Award, Jim J. Gilleo, Unit 283 – 2031

Notes:

Notes:

Thank You for
your SERVICE



Selflessness
Expectations
Respect
Values
Ideals
Commitment
Excellence