

AMERICAN LEGION AUXILIARY TITUSVILLE UNIT 1, INC.

Standing Rules

Article I – Officers

Section 1. The office of Secretary may be combined with that of Treasurer and called “Secretary-Treasurer”.

Article II – Dues

Section 1. The annual membership dues of this Unit shall be \$45.00 effective 2024 for Seniors paid annually which shall include the Department and National per capita.

Section 2. The annual Junior membership dues shall be \$7.25.

Section 3. An Honorary Life Membership shall be given only at the discretion of Unit 1, and to a member who has continuous membership in Titusville Unit 1.

Section 4. Unit dues shall be paid for Gold Star Mothers and any Auxiliary member of fifty (50) years or more, who has twenty-five (25) years of continuous current service at Titusville, Unit 1, Department of Florida. A Certificate of Appreciation shall be presented to fifty (50) year members.

Article III – Unit Meetings

Section 1. The regular meeting of this Auxiliary shall be held on the second Tuesday of each month, unless otherwise specified, and shall be called to order at 7:00 p.m.

Section 2. An annual meeting of this Unit shall be held not more than ninety (90) days nor less than fifteen (15) days prior to the Department Convention for the purpose of electing officers.

Section 3. The Executive Committee shall meet once a month on the second Tuesday of each month at 6:30 p.m. The meeting may only be cancelled with agreement of the quorum of the members of the Executive Committee.

Section 4. One Third (1/3) of the members of the Executive Committee shall constitute a quorum at any meeting of the Unit.

Section 5. Alcohol beverages and smoking are not permitted during General Membership meetings.

Section 6.a. Unit meetings may be held in person or via electronic means.

b. Voting may be by voice, ballot, email or other electronic means.

Article IV – Election

Section 1. Election may be by voice vote if there is only one candidate; but where there is more than one candidate for the same office, election shall be by ballot and the majority of votes cast shall be necessary to elect.

Section 2. All Officers and three (1-3) Executive Board Members shall be elected annually at a meeting duly called for that purpose. The Secretary is appointed by the President.

Section 3. Installation shall be a time established by the District 12 President and/or District 12 Commander.

Section 4. Any member in good standing (dues paid) may run for any office.

Section 5: Newly elected officers will assume the office for which they were elected on July 1 following election. (Installation of Officers is only a formality.)

Article V – Delegates and Alternates

Section 1. Delegates and Alternates to the Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two (2) weeks prior to the Convention. Delegates and Alternates shall have priority in the order of their election.

Section 2. The President and Secretary shall be first and second Delegates to the Constitutional Conference and Department Convention; the other Delegates shall be elected by the membership, preference to be given to the Unit President Elect and all incoming officers, if they plan to attend.

Section 3. Partial expenses of delegates to the Department Convention for senior members for a maximum of two (2) nights shall be voted on annually and amount set according to Unit finances. Delegates elected for junior members plus registration fee (paid from junior account), a maximum of two (2) nights. Registration fee shall be paid for attending Alternates. Attendance at the meeting of the Department Convention is required for paid partial expenses. Non-attendance at the meetings will require reimbursement of funds to the Unit. The Chairman of the Delegation has the responsibility for enforcement.

Section 4. A predetermined allowance amount shall be paid to members in good standing who attend the Department of Florida Fall Conference with attendance verified by Unit President or another officer attending in his/her place.

Article VI – Committees

Section 1. In addition to the Core Committees listed in the Bylaws, the Unit could have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education,

Girls State, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy and Public Relations based on participation.

Section 2. A nominating committee composed of three members shall be elected for the purpose of presenting a slate of Unit officers for the ensuing year. Nominations are to be held open until the next meeting for further nominations from the floor. Anyone nominated for an office who cannot be present at elections of that office must notify the Auxiliary in writing of their consent to fulfill that office. Election shall be by ballot and a majority of votes cast shall be necessary to elect.

Section 3. A Budget Committee composed of three (3) members, including the Unit Treasurer shall be elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.

Section 4. An Audit committee composed of three members not including the Treasurer or a signer on the account shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term and making a report of the audit to the Unit.

Section 5. The Executive Committee shall have an investigating committee before any monetary assistance is provided.

Section 6. Color Guard

- (A) The color Guard shall be a committee subject to the rules and regulations of the Unit's constitution and Bylaws.
- (B) Eligibility: Shall be a member in good standing in Unit #1 for a period of three (3) months.
- (C) Selection of new members shall be voted on by Unit membership. The Color Guard committee has the right to recommend or decline an application at monthly executive committee meetings. All formal voting of applications shall be held by ballot.
- (D) The full Color Guard uniform is the property of the American Legion Auxiliary Titusville Unit #1 and upon distribution of the uniform and accessories; a signed receipt from the applicant is required. At such time the member retires or is no longer able to fulfill his/her duties to the Color Guard, she/he must return all property to the Unit. The full uniform returned must be cleaned and in good condition, all accessories must be accounted for, or there will be an assessed replacement fee. A member of the Color Guard, who has not been in attendance at a Color Guard meeting or function, and has not responded to phone calls or a letter mailed certified, return receipt requested within a one (1) year period will be terminated.
- (E) The Color Guard may not have their own separate banking account.
- (F) All members of the Color Guard while in uniform are subject to disciplinary action for unbecoming conduct. Any disciplinary action must be presented in writing to the Executive Committee within fifteen (15) days of the incident.
- (G) The election of a Color Guard commander shall be held annually at a Color Guard meeting with a non-Color Guard Auxiliary officer present. Election to coincide with Auxiliary election.

Article VII – Membership

Section 1. All applications and transfers for membership shall be acted upon at the next regular meeting following the making of such application, and shall be at such meeting accepted, rejected or referred for further investigation and consideration. The vote can be either oral or ballot. Applicants should not be present during vote. All new membership applications for senior members must be voted on. Majority rules.

Section 2. New members shall be given an American Legion Auxiliary pin at time of initiation.

Article VIII – Treasury

Section 1. An annual budget must be presented to the general membership by the second monthly meeting of the new administrative year.

Section 2. Unit elected Officers consisting of President, Treasurer, Membership Chairman and one Member-at-Large shall be authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.

Section 3. All members responsible for Unit funds shall be bonded through the blanket Fidelity Bond and the Unit will pay the annual premium to Department Headquarters.

Section 4. Unit audit of the treasurer's records shall be conducted quarterly or more frequently if desired by the Audit Committee.

Section 5. Funds shall be given from the Treasury to the President to assist her/him with the end of the year Awards Ceremony. Limit \$300.00.

Article IX - Chairman

Section 1. All Chairman shall be appointed by the President.

Article X – Pins

Section 1. All Officers pins are to be returned to the Unit Membership Chairman prior to installation to be given to the newly elected Officers.

Section 2. A Past President Pin may be presented to each retiring President upon her completion of office or a gift of equal value may be presented from the Unit.

Article XII – Get Well and Bereavement Cards

Section 1. Cards will be sent to members who are ill or bereaved. Cards may also be sent to other persons known to the Unit members. A gift of flowers not to exceed \$60.00 in cost may be sent to a locally hospitalized member, but only once per year (office year). Food trays, flowers or Memorial Scholarships not to exceed \$75.00 for a funeral of a member or immediate family member of a Unit member.

Article XIII – Scholarships

Section 1. All scholarship grants require the student to be a graduating senior at an accredited Brevard County high school and attending a college within the United States.

Section 2. The standard scholarship application must be used in considering applicants; any scholarship not used by December 15th of the current year of grant shall be forfeited.

Article XIV – Assistance

Section 1. The maximum assistance to a non-member shall not exceed \$100.00. Member assistance shall not exceed \$300.00 provided the member has been in good standing for 3 or more years. Assistance will be provided in the form of payments to a member's utility, mortgage or insurance company. Assistance will not be given to a member who meets the requirement more than once every two years

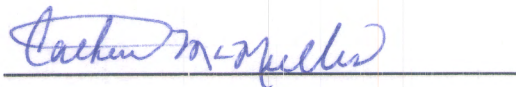
Article XV – Code of Ethics

Section 1. This Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 21-26.

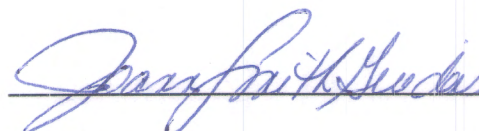
Article XV – Amendments

Section 1. These Standing Rules may be amended by a two-thirds (2/3) vote of the members present at a regular Unit meeting, or if notice has been given, by a majority vote

**THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON November 8, 2022**



Unit President



Unit Secretary

Unit Constitution and Bylaws Chairman