

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 the Unit shall be \$40.00 for Seniors paid annually which shall include Department and National per capita and will be effective for the 2024 membership dues.~~

Section 2. The annual dues of the Junior membership shall be \$ 5.00 to include the Department and National per capita.

Section 3. An Honorary Life Membership shall be given only at the discretion of Unit 22, and to a member who has continuous membership in Cocoa Unit 22.

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 service at Cocoa, Unit 22, Department of Florida. A Certificate of Appreciation shall be presented to fifty (50) year members.

Article III — Unit Meetings

Section 1. The regular scheduled meeting of American Legion Auxiliary Indian River Unit 22 shall be held on the second Wednesday of each month, unless otherwise specified and shall be called to order at 6:00 pm.

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

Section 3. An Executive Committee meeting shall be held once every two months on the second Saturday of the month unless otherwise specified and shall be called to order following the Unit General Meeting.

Section 4. Four (4) officers of the Executive Committee shall constitute a quorum at any meeting of the unit.

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

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 two (2) 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.

Article V – Transfers/New Memberships

Transfer of membership from one Unit to another in the Department of Florida shall be upon application of the member to, and acceptance by, the other Unit, in conformity with National and Department Constitution and Bylaws. New membership shall be made by application of the requesting member and reviewed and voted upon by the Membership. The requesting member shall be notified by a Unit Officer as to the outcome of their request.

Article VI — 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. Exception for coverage being, but not

limited to, if the Auxiliary Unit 22 officer accompanies a spouse or partner who is an officer/member with any of the other entities of the Post, they shall be responsible for their own room, in order for as many Auxiliary officers/member to have an opportunity to attend the convention and or conference.

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 their place.

Section 5. Unit will pay mileage per IRS standards, any tolls with receipts to and from district meetings and schools of instruction. To be open to any member of the unit. Providing funds are available.

Article VII — Committees

Section 1. In addition to the Core Committees listed in the Bylaws, the Unit may 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.

Section 2. A Nominating Committee, composed of three (3) members, shall be elected by the members for the purpose of presenting a slate of 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. Unit officers, consisting of the treasurer, First (or Second) Vice President and or Executive Committee (excluding President) are authorized to sign checks for disbursement of funds from the Unit Treasurer. All checks MUST have two of the three above signatures.

Section 5. 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 6. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.

Section 7. 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 8. The Executive Committee shall have an investigating committee before any monetary assistance is provided.

Section 9. Color Guard

- (A) The color Guard shall be a committee subject to the rules and regulations of the Unit's constitution and By laws.
- (B) Eligibility: Shall be a member in good standing in Unit #22 for a period of (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 Cocoa Unit #22 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 their duties to the Color Guard, they 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 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 to coincide with Auxiliary election.

Article VIII — Membership

Section 1. All new applicants and transfers shall be voted upon by the Membership 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. Majority rules.

Article IX — 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 audit of the treasurer's records shall be conducted annually or more frequently if desired by the Audit Committee.

Section 3. The President shall select three (3) members to perform an internal wellness audit of the Unit's finances to be performed annually. The selections will not include the President, Treasurer or anyone who is an authorized signer on the bank accounts. The results of the objective audit will be presented to the President for discussing at the following month's regular meeting.

Article X — Chairman

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

Article XI — Get Well and Bereavements 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. The Chaplain may spend up to \$50.00 for a token gift of goodwill gift for an ill or deceased member as needed. (Example, Plant, Flowers, Card, etc.). Providing funds are available.

Article XII — 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 15 of the current year of grant shall be forfeited.

Article XIII— Assistance

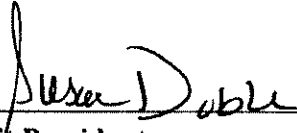
Section 1. The maximum assistance to a non-member shall not exceed \$100.00. Member assistance shall not exceed \$300.00 provided the member has been in good standing for 3 or more years. Assistance will not be given to a member who meets the requirement more than once every two years.

Article XIV— 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

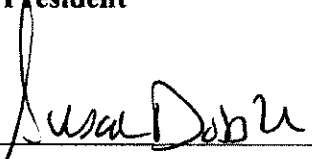
REGULAR UNIT MEETING HELD ON _____



Unit President



Unit Secretary



Unit Constitution and Bylaws Chairman

Department Constitution & Bylaws Chairman

Date Approved