

STANDING RULES

Housekeeping

1. The regular scheduled meeting of American Legion Auxiliary Charles F Thomas IV, 117, Inc. shall be held on the 3rd Thursday of each month, unless otherwise specified and shall be called to order at 7PM. An Executive Committee meeting shall be held the 2nd Monday of the month unless otherwise specified and shall be called to order at 6:00 PM
 1. a. American Legion Auxiliary Charles F Thomas IV Unit 117 shall, in the event of a Post home closing due to lockdown orders or any other mishap, may conduct their monthly general meeting electronically through conference call, and or video chat platform. Voting may be by voice, ballot, email or other electronic means.
2. Eleven members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Poppy, and Public Relations
4. Unit elected Officers, consisting of the President, 1st Vice President and Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.
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.
6. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed to carry on the duties normally performed by the Secretary.
7. A Budget Committee composed of three (3) members, including the Unit Treasurer, may be appointed by the President, for the purpose of presenting a budget for the ensuing year.
8. 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. The committee shall have the permission of each candidate for an office in order to be presented by this committee. This committee is to form at the February General Meeting.
9. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 23-27.

Treasurer

1. The Treasurer shall keep an accounting of her receipts and expenditures, making a monthly report thereon and such other reports as may be deemed necessary by the Executive Committee.
2. Treasurer accounts shall be audited on a semiannual basis.
3. Treasurer is responsible for timely submission of the annual renewal of the soliciting of contributions permit to the Florida Department of Agriculture & Consumer Services, as required.
4. Treasurer is responsible for timely submission of the annual report notice to the Florida Dept of State, Division of Corporations.
5. Treasurer is responsible for timely submission of the annual 990.
6. Treasurer is responsible for compliance with state and federal tax requirements.
7. Treasurer is responsible for payment of unit obligations, as soon as financially feasible to do so.
8. Treasurer is responsible for payment of the annual \$20.00 district dues at the installation of officers.
9. Treasurer shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to her successor.
10. Treasurer shall insure that the checkbook is turned over to the Unit President or her designee during an extended absence from Brevard County.

Chaplain

1. Upon learning of the death of a member she will make appropriate notification to unit, district and department staff, and drape the Unit Charter at the following meeting.
2. In the case of an Auxiliary member's death or death of an immediate family member the Auxiliary member or her family will receive a card and notification that \$10.00 has been donated to the "Memorial Scholarship Fund: in the name of the deceased. Immediate family members include mother, father, spouse, children, sisters, and brothers.
3. The Chaplain will send to a hospitalized or seriously ill member a floral/plant arrangement up to \$50.00 purchased from a contracted florist by the Chaplain, in conjunction with the president, one time during the Auxiliary year. Should there be additional instances a get-well card may be sent.
4. Chaplain will send to the immediate family of an Auxiliary member, when ill, hospitalized or passing of the member, a card from the Auxiliary.
5. The Chaplain will send to any Auxiliary member that suffers the loss of spouse or child a floral/plant arrangement, purchased from a florist by the Chaplain in conjunction with the president, cost up to \$50.00

Sergeant-at-Arms

1. Sergeant-at-Arms shall be in charge of colors at any function where colors are posted or presented.
2. Sergeant-at-Arms and Assistant Sergeant-at-Arms should arrive at least thirty (30) minutes prior to meeting time.
3. It is the duty of the Sergeant-at-Arms to see that all materials, i.e., gavel, bell, Bible, Flags, preambles, etc., are in their proper place. She should see that there is sufficient seating available both on the floor and the podium.
4. Unless otherwise instructed by the President, the Sergeant-at-Arms will greet members and guests as they arrive and attend to the sign in sheet and ensure that all guests are introduced to the President.

Executive Committee

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

Membership Chairman

1. It is the duty of the membership chairman, who is appointed by the Unit President, to keep records of names and addresses of the members showing the source of their eligibility, process new and transferring member applications, process membership changes and death notifications according to Department and National Guidelines.
2. Membership Chairman will track the Unit's compliance with department's membership goals and report such to the President and Membership at large.
3. The Membership Chairman will investigate all transfers into the unit from local units and present the name(s) at the meeting immediately following the transfer request. During the meeting, anyone who personally knows the transferee may make a statement in support of either acceptance or denial of the application.
4. The Executive Committee can vote in new members if there is not a quorum at a regularly scheduled General Meeting.
5. Any application that has been denied for membership, whether a new or transfer application cannot be reconsidered or resubmitted for a period of six (6) months. The person making application will be notified, in writing from the President and Secretary that her request has been denied.
6. Any member who transfers out of the unit to another unit for any reason other than moving will not be eligible to transfer back into the unit for a period of two (2) years.
7. The President and Membership Chairman will appoint two (2) members to help form a membership committee. The Membership Committee will be responsible to contact members to remind them of dues and renewals, upcoming meetings, and other unit functions by any means

necessary, social media, phone, email etc.

8. Membership Chairman is responsible for sending out invitations to new members at least two (2) weeks prior to the initiation dates as well as ensuring that it is posted in the monthly newsletter.

9. An initiation ceremony for new members will be held once a year within the first year of the Auxiliary year, here members will receive the Unit Constitution-By-Laws and membership pin.

Dues

The annual membership dues of this Unit shall be \$45.00 for seniors, paid annually, year or for life and shall include the Department and National per capita of \$30.00. The annual membership dues for Juniors shall be \$11.00, paid annually and shall include Department and National per capita of \$4.25. These dues changes shall commence with fiscal year 2025. Dues will be reviewed annually and changed in accordance with National and Department charges once the Unit approves said changes by a two thirds (2/3) member vote at the appropriate meeting.

Unit Meetings

1. An annual meeting of this Unit shall be held not more than ninety (90) days and not less than fifteen (15) days prior to Department Convention for the purpose of electing officers and receiving annual reports. Said officers shall be certified to the Department Headquarters on forms furnished by Department.

2. Eleven (11) members in good standing shall constitute a quorum.

3. No alcoholic beverages will be permitted in the meeting room when colors are posted, or the Bible is open.

4. No smoking during meetings.

5. In the event that any officer cannot attend a meeting or function where their presence is required, they must notify the President as soon as possible.

Elections

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.

2. In order to participate in the elections of the Unit, members shall be prepared to show their membership card at the meeting designated for election of officers and delegates.

3. When there is a ballot vote, the President will appoint three (3) tellers to distribute, collect and tally ballots. The result will be handed to the President to announce results.

4. A member being nominated for office, unable to attend the meeting in which they are being nominated, may send to the President a dated, signed letter indicating their willingness

to accept nomination

5. Newly elected officers will take office on July 1st and shall immediately begin planning for the upcoming year.

6. First round of nominations will be held at our monthly general meeting in March, second round at our general meeting in April. The 3rd and final round along with Voting will take place at the May general meeting.

Committees

1. Nominating Committee composed of three (3) members for the purpose of a slate of Unit officers for the ensuing year will be elected by the membership body at the February General Membership Meeting.

a. This Committee shall prepare a slate of candidates to be read at three (3) consecutive regularly scheduled General Membership meetings prior to the election.

b. Nominating Committee shall attempt to submit at least one (1) candidate for each office, with the exception of the Secretary, who may be appointed by the President elect.

c. Members of the Nominating Committee shall not be on the slate being presented, but may be nominated from the floor.

d. Nominations may also be made from the floor.

e. No one may be nominated whose consent to serve has not been obtained.

2. Audit Committee is composed of three (3) members appointed by the Unit President for the purpose of auditing the Treasurer's accounts on a semiannual basis and making a report of the audit to the Unit.

3. Budget Committee is composed of three (3) members appointed by the Unit President at the beginning of the year to prepare and present an annual budget to the membership no later than the second meeting of the new auxiliary year.

4. Planning Committee to be appointed by the Unit President to create a plan of events for the upcoming year to be presented to the membership no later than the second meeting of the new Auxiliary year.

5. Executive Committee, which shall consist of all officers and four additional Members at Large elected by the Unit. The term of office for members of the Executive Committee shall be for one year. (Fourth member to be the immediate Past President.) The Past President shall only serve 1 term on the EC Board. If the current President is re-elected, there shall only be three members at large for the term.

Department Convention

I. Delegates to Department Convention will be elected at the unit meeting designated for purpose.

2. The Auxiliary Unit will pay the delegate fee for each delegate and alternate (if the delegate is unable to attend).
3. Based on availability of funds, each delegate will receive reimbursement of one half (1/2) the cost of the standard room rate plus a \$25.00 per day per diem per day for two (2) nights during the convention days.
4. If necessary, reimbursement will be made upon submission of receipts clearly indicating that the member paid for their room and confirmed by delegation chairman that she attended the meetings necessary to receive such reimbursement.
5. Unit President (unless otherwise designated) will be the delegation chairman and responsible for; delegate registration and distribution of materials to each delegate and alternate, collection of unit materials (and when appropriate, unit awards), proper delegation decorum and insuring attendance of and approved payments to delegates.
6. Delegates to Department convention must attend ALL regular scheduled meetings or surrender to the Alternate. If the delegate surrenders to the alternate, the alternate will become the Delegate for the balances of the convention. If the Delegate receives any money from the Unit, the alternate will receive from the Delegate's fees, the pro-rated amount paid to the Delegate.

Unit Emergency Fund

- I. Any request for emergency financial assistance directly from Unit 117 will be made to the AEF Chairman who will bring it directly to the Unit President and the EC for Consideration.
2. Any assistance approved shall be paid directly to a creditor(s) as needed. (NOTE: The Unit AEF Chairman should proceed to have Department and National AEF Applications completed if necessary).
3. Raise money by 50/50s and donations held at each meeting.
4. All requests are to remain confidential.
5. Based on the need, the Auxiliary can, at its discretion, elect to pay a member's dues for the current year.

Finance Issues

- I. All checks require two signatures.
2. All funds received at Auxiliary fund raisers shall be handled as follows:
 - a. Funds shall be counted by two (2) Unit members.
 - b. Funds then shall be put into an envelope and sealed.

c. The envelope shall be marked with the total dollar amount enclosed, the date and the name of the fund raiser.

d. The envelope shall be signed by the two (2) unit members who counted the funds.

e. The envelope will be given to the Unit Treasurer or placed in the AUX locked Locker provided by the Post in the Canteen office for the Treasurer to handle at a later date, but as soon thereafter as possible.

Keys

- I. The 1st Vice President/Membership Chairman shall have a key to the Post Office box for retrieving mail.
2. Mail will immediately be delivered to the Posts home and as soon as possible to the addressees.
3. The Membership Chairman will have a key to the membership box at the post home.
4. The Vice President or Treasurer will distribute the mail to the appropriate party.
5. The President, 1st Vice President, and Treasurer will have keys to the Auxiliary Office and Cabinet(s)

Miscellaneous

- I. The outgoing President shall receive from the Auxiliary Unit a Past President's pin or a gift not to exceed \$100.00 which is indicative of the unit's appreciation of her service.
2. Sensitive Auxiliary business will not be discussed *publicly* outside the Auxiliary meeting. Members found to be in violation of this rule will be subject to the following disciplinary actions:
 - a. 1st Offense: verbal warning
 - b. 2d Offense: Written offense
 - c. 3rd Offense brought up on charges of conduct unbecoming as outlined by unit bylaws
3. A gift of \$25.00 will be given to the District President or installing officer during installation of new officers.
4. Each Unit Officer and Chairman will be issued a Department Unit Guide, annually, at the expense of the unit.
5. The reporting year is from May 1st to April 15th unless stated otherwise in a specific department program plan of action.
6. The membership year is from January 1st to December 31st

Amendments

1. These standing rules may be amended by a two thirds (2/3) vote of the members at a regular unit meeting, provided the proposed amendments have been read at the previous meeting or if previous notice has been given a majority vote.
2. Amendments not having been previously read may be adopted by unanimous vote of the members present.
3. These standing rules shall be automatically amended to conform to the National and Department Constitution and By-Laws and Standing Rules of the American Legion Auxiliary.

Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any 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 January 18, 2021.

Kimberly Adams
Unit President

Ronnie Ryan
Unit Secretary

Brenda Mistow
Unit Constitution & Bylaws Chairman