

STANDING RULES OF  
OCEAN BEACHES UNIT 129 AMERICAN LEGION AUXILIARY  
DEPARTMENT OF FLORIDA  
1151 4TH STREET SOUTH  
JACKSONVILLE BEACH, FL 32250  
JULY 31, 2023

Meetings:

1. The Ocean Beaches American Legion Auxiliary Unit 129, Inc., regularly scheduled meeting will be held on the first Thursday of each month and will be called to order at 6:30 PM.
2. Unit meetings will be run in accordance with Robert's Rules of Order.
  - a. To speak in a meeting, members must be acknowledged by the Chair, you must stand, state your comment concisely, in no more than 3 minutes then be seated.
  - b. Members having a grievance will follow proper protocol as defined in the Auxiliary Unit Guide and Roberts Rules of Order.
3. The Unit has agreed to give the President an amount up to, but not to exceed, \$250.00 in any quarter to be used at her/his discretion (without membership approval) for unforeseen expenditures she/he may deem necessary for the betterment of the Unit. She/He must make a complete report of expenditures to the general membership at the next regularly scheduled meeting.
  - a. Quarters defined as July to September, October to December, January to March and April to June.
  - b. If additional funding is required during a quarter, an emergency executive board meeting will be held (either virtually or in person) to discuss the matter.
4. The President must be notified of all charity funding requests, motions, and new business a minimum of 72-hours prior to unit meetings to ensure inclusion on the agenda.
5. The Executive Committee meeting will be held on the first Thursday of each month and will be called to order at 6:00 pm unless an emergency meeting is required.
  - a. Seven members will constitute a quorum at all Executive Committee meetings.
  - b. All Past Presidents of Unit 129 (in good standing) will be invited to Executive Committee meetings. Their attendance does not constitute a quorum.
  - c. The Executive Committee will meet to provide recommendations to be brought before the general membership, emergency business outside normal business, and oversee disciplinary action (when required).

- d. The President must be notified of all requests for charitable donation a minimum of 72-hours prior to the Executive Committee meeting. After Executive Committee review, the recommendation(s) will be presented to the general membership at the Unit meeting.
6. All Executive and general membership meetings will be electronically recorded.
  - a. Must be stated at the start of each meeting that the meeting is electronically recorded.
  - b. The recording must be destroyed upon finalization by the General Membership.
7. Sergeant-At-Arms/Assistant Sergeant-At-Arms will call for cell phones to be turned off or muted during all meetings unless preapproved by the President or Chair. Should a phone ring during a meeting, a requested donation of \$5.00 be made to AEF.
8. Drinking will be allowed in Unit and Executive meetings if the drink is in a shatter-proof container. Glass containers are not allowed in the meeting room and the Sergeant-At-Arms will escort violators out of the meeting to properly store the beverage.
9. Anyone attending a Unit or Executive Committee meeting while intoxicated and becoming disruptive will be asked to leave the meeting.
10. Access to Auxiliary office keys, is limited to the Unit President, Secretary, Treasurer, Membership chair and Bingo chairmen and additional representatives as deemed necessary by the Unit President and in accordance with Post rules.

Unit Officers:

1. The duties of Unit Officers are effective immediately upon election.
  1. Outgoing officers will turn over all records, monies, and keys belonging to the Unit to her/his successor within fourteen (14) working days of election, except the Treasurer.
  2. The Treasurer will turn over all checks, records, monies, and keys belonging to the Unit to her/his successor at the next bank cycle or within fourteen (14) days following the bank cycle, whichever is longer.
2. Unit officers are installed at an official installation. The date to be set by the District Commander and the District President.
  1. Elected officers not renewed by January 31st will be removed from their position.
  2. Unit officers are encouraged to pay the current year dues prior to installation so they may encourage others to do the same.
3. Unit Officer duties:

- a. President duties are written in Article 2 Section 1 of the Constitution and Bylaws. The President will ensure proper protocol is followed.
- b. Vice President, in addition to the duties defined in Article 2 Section 2, will assist the President in a variety of duties (as needed) including but not limited to collecting volunteer hours, assisting in preparation of year-end reporting and impact forms. The Vice President will bring Executive Committee recommendations before the General Membership.
- c. Second Vice President will be the kitchen manager and will coordinate monthly dinners, special dinner events and Steak Bingo. She/He will have a Food Handlers' certificate. She/He will also ensure there is at least one Auxiliary member at any Auxiliary dinner who has a Food Handlers' certificate.
- d. Secretary duties are defined in Article 2 Section 3 in the Bylaws. In addition, the Secretary will submit meeting minutes within 5-working days after the meeting to the President, collect all correspondence to the Unit and in-kind donations and submit same to the Unit Treasurer. The Secretary will maintain a motion log, collect, and ensure all non-membership Unit documentation is maintained for seven (7) years or as directed by the President. All electronic correspondence will be placed on a flash drive annually. Electronic communication includes, but is not limited to, financials, meeting minutes, committee reports and year-end reports.
- e. Treasurer duties are defined in Article 2, Section 4 of the Bylaws and includes the following:
  - a) Submits department obligations timely.
  - b) Assists in preparing the Units budget and maintains copy of same. Ensures proposed funds do not exceed budget. Ensures committee funds do not exceed budget.
  - c) Notifies the Unit President when funds requested exceed budget prior to disbursement.
  - d) Completes a monthly all-access membership reconciliation.
  - e) Submits membership payments a minimum of twice monthly in accordance with Department Bylaws.
  - f) Maintains permanent records of all transactions.
- f. Chaplain duties are defined in Article 2 Section 5 of the Bylaws.
- g. Historian duties are defined in Article 2 Section 6 of the Bylaws and includes responsibility for compiling a history in-narrative of the Unit to be presented to the Unit annually. The history will be retained in the Units Auxiliary room and flash drive.

- h. Sergeant-At-Arms and Assistant Sergeant-At-Arms duties are defined in Article 2 Section 7 of the Bylaws and also includes responsibility for ensuring the Auxiliary room is properly setup for each meeting, including seating and colors. Additionally, they are responsible for properly escorting guests.

#### Committees and Chairs:

1. The Budget Committee includes the Unit Treasurer and two (2) additional members appointed by the Unit President. The Budget Committee is responsible for developing and presenting (within 60-days following election) a budget for the ensuing fiscal year.
2. The Audit Committee (comprised of three (3) members appointed by the Unit President) will conduct scheduled and periodic audits of the Treasurer books. The Treasurer will be present during audits to answer questions. A full audit is to be completed no less than the end of the fiscal year.
3. The Nominating Committee (in accordance with Article VI) is elected by the general membership.
  - a. The chair of the committee is appointed by the nominating committee.
  - b. The committee speaks with members and identifies candidates who may be interested in running for office.
  - c. The chair of the nominating committee contacts the candidate selections to ensure she/he is willing to serve if elected.
  - d. The committee chair reports (at an earlier meeting(s)) those members running for each office.
  - e. The nominating committee will organize and execute elections.
4. A Bingo chair and co-chair will be appointed by the Unit President. These Chairmen will appoint designated member(s) to collect, document payout and submit bingo funds for deposit to the Treasurer.
  - a. The Bingo Chair and Co-chair will ensure adherence to Florida Charitable Gaming Laws.
  - b. Bingo will adhere to established rules. No new games will be introduced unless approved by the general membership.
5. Unit Membership chair responsibilities
  - a. Will be completely familiar with the membership manual found on the Department website ([www.alafl.org](http://www.alafl.org)) or National membership manual (<https://www.legion-aux.org/Member/Guides/Membership-Manual>)
  - b. A bankcard will be issued to the Treasurer and Membership Chair will be provided the number for the use of membership transmittals only. Said card will be audited monthly when the bank statement is received by Unit Treasurer and brought before General Membership.

- c. All cash funds will be deposited and will be refunded via Unit check should the general membership not approve the candidate for membership.
- d. All candidates for membership will be voted for acceptance by the general membership in accordance with the Constitution and Bylaws.
- e. The Membership chair will complete due diligence on all transferring members, prior to presenting them to the general membership. If the transferring member is found to be in good standing membership is to be processed promptly and does not require Legion Adjutant/designee approval to vote for the candidate.
- f. All membership data will be retained indefinitely, including but not limited to, new member data sheets, qualifying data requirements, transferring member, deceased member, member data sheet, transmittals, and copies of remittances to Departments.
- g. Unit Membership Chair is required to remit all Department and National dues collected and reported to Department headquarters at least once per month.

6. Committee Chair Responsibilities:

- a. The appointed committee chair will ensure they have the appropriate volunteers and supplies.
- b. The committee chair will remain within their financial budget.
- c. The committee chair will follow funding request protocol should additional funding requirements be identified.
- d. The committee chair will provide a receipt of all purchases to the Treasurer monthly.

Convention / Conference:

1. Unit members wishing to vote for Delegates and Alternates at the District Constitutional Conference (DCC):
  - a. Will be a member in good standing.
  - b. Will sign in and be prepared to show proof of good standing.
  - c. Will be seated at the beginning of the meeting and will remain in attendance through closing ceremonies.
2. To qualify for reimbursement for attendance at Department fall conference and/or a Convention:
  - a. Members should have 30 qualifying Auxiliary service hours per quarter (or an average of) and must be in good standing.
3. Elected Delegates and Alternates
  - a. Delegates and Alternates will vote for the District President.
  - b. Delegates and Alternates will vote for the Delegate and Alternate to National Convention. (Note: The number of Delegates is provided by Department.)
4. Department fall conference / Convention Attendance:

- a. Attendance availability reimbursement is contingent on monies available.
  - b. Attendees must provide a written report to the Unit Secretary and make it available to the General Membership for training purposes.
5. Department Fall Conference and/or Convention reimbursement schedule:
- a. Unit members who drive will be reimbursed .25 cents per mile.
  - b. Up to 50% of the lodging bill (based on double occupancy) does not exceed \$80.00 per night of the actual fall conference/Department convention dates.
  - c. If conference/Department convention opening times are prior to 10:00am, we will reimburse the night prior to start of fall conference/Department. Should Conference/Department convention opening time begin after 10:00am, the Unit will not reimburse the night prior to Conference/Department Convention.
6. Reimbursements (where applicable as listed above) will be made only upon submission of request form with proof of milage, and hotel receipts within 30 days of Conference/Convention. Reimbursements from Unit are intended to cover expenses ONLY when member's expenses have not been covered by another Unit, District, American Legion, Son's of the American Legion, American Legion Riders and/or department (i.e., No double dipping from other Organizations or Department)
7. Examples of Qualifying Auxiliary hours includes but is not limited to the following:
- Poppy – Poster and Education, promote it in the post or school.
  - Work with a child and do an Americanism Essay Contest.
  - Work with Juniors on the patch program within schools or Units.
  - Place Wreaths Across America or sell wreaths.
  - Help with Hurricane victims. symbol of strength, lifting community and members are at their darkest of moments.
  - Community Service (add pictures)
  - Memorial Day in honor and remember those who made the ultimate sacrifice for our freedoms. (For Unit 129)
  - VA&R programs (did you help someone in the community, take someone to a dr. visit, grocery shopping. Did you visit a VA facility)
  - Back to school project, work with a school for students with disabilities, reading to school classes, support bully prevention, support Say No To Drugs program, etc.
  - Participate in a Veterans Day parade.
  - Work with the Legion family to speak with kids or teach how to fold a flag in a school room.
  - Putting together toiletry bags for homeless women/men veterans.
  - Soliciting turkeys for a turkey Thanksgiving dinner.
  - Cooking, cleaning, servicing Auxiliary dinners and breakfasts and any set up time.
  - Attending Auxiliary basic concepts class. (Actual time in class)

- Attending Auxiliary school of instruction (actual time in class)
- Bingo-facilitating, passing out cards, calling numbers. Actual time to include preparing.
- Representing Unit 129 and participating in Auxiliary fundraiser events, including attending planning meetings (actual time no travel time), gathering fundraiser materials, supporting ticket sales, advertising, event setup, event clean up, creation and distribution of event flyers.
- Time spent for an Auxiliary sponsored event (e.g., participating in Christmas, Halloween, and Easter parties for the kids) or where there was sole participation of Auxiliary members for the benefit of the community. All participation hours count except for travel time.
- 3 hours of automatic volunteer time will be given for donating/making a basket/lottery board plus any additional time it took to make the basket/lottery board over 3 hours and gather those items for the basket/board.
- Time gathering items to be sent overseas or to be donated locally to the USO, beam, schoolbooks, Sulzbacher (which represents the unit) and time it takes to deliver them (if outside of beaches area). Packing military care boxes.
- Writing Christmas cards to our troops and getting them mailed or dropped off to local area.
- Working with Gold Star mothers.
- Greeting incoming ships.
- Mentoring Military spouses.

**Dues:**

1. The annual Senior membership dues of the Unit will be \$45.00, to include Department and National per capita. Senior members can be known as Early Birds, should they pay dues of \$40.00 prior to November 11th. Senior members who pay membership dues to National will not receive an Early Bird discount and will not be reimbursed the same. The annual dues of the Junior membership will be \$10.00 to include the Department and National per capita.
2. Dues will be payable annually for the succeeding year. If a member has permitted her/his dues to lapse she/he must either pay all back dues or re-establish her/his eligibility by completing a new application. Any member failing to pay such annual dues by January 1st will be classified as delinquent and will be suspended from all membership privileges including but not limited to canteen privileges and meetings.
3. The Unit will pay National and Department dues for members aged 80 years and older who have been in good standing for a minimum of five (5) years.
4. District dues, not exceed twenty (\$20) will be paid to the District President for operating expenses.

Amendments:

On Thursday, August 3 2023 these Standing Rules were approved by the General Membership.

Katharine Helaly      8-3-23  
Constitution & Bylaws Chairman      Date

Cynthia A Jordan      8/3/2023  
Unit President      Date

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.