

STANDING RULES

**AMERICAN LEGION
AUXILIARY NOVEL UNIT 159,
INC. DEPARTMENT OF
FLORIDA
1770 VENICE AVE.
VENICE, FL 34292**

DUTIES AND POWERS OF OFFICERS

- ❖ The success of this Unit depends upon the efficient and businesslike administration of all activities. Each Unit officer and committee chairman shares in this responsibility.
- ❖ Unit elected Officers, consisting of President, Treasurer, and two Committee Members are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two (2) of the four (4) above signatures. No check shall be signed by a payee.
- ❖ 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 of \$6.00.
- ❖ All Past Presidents shall be ex-officio members of the Executive Committee, shall not be entitled to a vote on any motion and nor be considered in creating a quorum.
- ❖ Duties of the Unit President shall include attending all District and Department meetings and submitting a report to the Unit thereafter when able to attend. If unable to attend, another member may be appointed. The President will file American Legion Auxiliary Corporate License by April 15 and submit the names and addresses of each newly elected officer to the Department Secretary, on the form provided by Department, not less than ten (10) days prior to the Department Convention. The Unit President shall have discretionary funds of \$100.00.

- ❖ Duties of the Corresponding Secretary shall include writing all correspondence and being our Sunshine Chairman in charge of sending greeting cards to all members.
- ❖ Duties of the Recording Secretary shall include taking minutes at every Executive Committee Meeting and Membership Meeting to be reported at the next meeting.
- ❖ The Corresponding and recording secretaries, although appointed, will have voting privileges at the Executive committee meetings.
- ❖ Duties of the Membership Chairman shall include keeping record of names and addresses of the members, showing the source of their eligibility; to send out such notices as directed by the President whose dues are not paid by December 15, and if not paid by December 31, they will be considered delinquent as of January 31. The Chairman shall submit Department and National dues promptly.
- ❖ The Treasurer shall keep an accounting of all receipts and expenditures, providing a financial statement to the Unit and others as required. The Treasurer will file Florida Sales and Use Tax monthly by the 20th day and file Florida Department of Agriculture and Consumer Services License by March 17 and submit special fund donations to Department Headquarters. Taxes should be filed after closing of books June 30.
- ❖ Duties of the Chaplain shall include reporting the name and date of death of any Auxiliary member to the District. A memorial donation of \$10.00 will be sent to the ALA Memorial Fund and \$15.00 will be donated to the Unit Education Fund.
- ❖ Duties of the Historian shall include submitting a Unit History to the Department. Upon the Unit records, the history of a Department is written and that of the National Organization.

- ❖ Duties of the Sergeant-at-Arms shall include the advancement and retirement of the Unit colors and their proper care. The Sergeant-at-Arms will make sure all members sign in and present current membership card at meetings and report at end of meeting. The Sergeant-at-Arms will be responsible for passing Auxiliary Emergency Fund and Child Welfare Fund donation baskets and escorting all guests to the podium.

DUES

- ❖ The annual Senior membership dues of the Unit shall be \$48.00 to include the Department and National per capita. The annual dues of the Junior membership shall be \$5.00 to include the Department and National per capita.
- ❖ All nominees for honorary life membership shall be submitted to the Executive Committee with the nominee's qualifications for their approval. A recommendation must be submitted in written form, signed by two (2) sponsors of the Unit in good standing. Nominees must have held an elective office or active chairmanship and worked for a minimum of five (5) years on the Unit activities. Nominees must have attended at least three-fourths (3/4) of Unit meetings per year, unless excused for legitimate reason. Nominees must have attended District/Department meetings during the time of their office or chairmanship. The Executive Committee must vote on life membership by ballot and report to the Unit its recommendations, which shall be voted by members of the Unit by ballot at the Unit Meeting.

UNIT MEETINGS

- ❖ All meetings and ceremonies should follow the "Manual of Ceremonies" provided by the National American Legion Auxiliary.

- ❖ Unit officers should assume responsibilities immediately following Department Convention and be installed soon thereafter. While installations of officers are desirable, they are not necessary. All books, bulletins and other data should be turned over to the newly elected officers within fifteen (15) days after Department Convention.
- ❖ The regular scheduled meeting of American Legion Auxiliary NOVEL Unit 159, Inc. shall be held on the Second Tuesday of each month, unless otherwise specified, and shall be called to order at 5:00 pm. All meetings will be non-smoking and no alcoholic beverages will be allowed. The Executive Committee meeting shall be held on the Second Tuesday of each month, unless otherwise specified, and shall be called to order at 3:30 pm.
- ❖ Eleven members of the Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
- ❖ A meeting of this Unit shall be held in the month of March each year for the purpose of receiving annual reports.

COMMITTEES

- ❖ The Unit shall have the following standing Committees in addition to Core Committees: Auxiliary Emergency Fund, Cavalcade of Memories, Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy and Public Relations. All Committee Chairman shall make their annual reports in triplicate on questionnaires provided by the Department.
- ❖ One report is to be filed with the Unit and two (2) forwarded to District Chairman, who in turn will forward one (1) to Department Chairman. Important: Please follow all instructions at the bottom of questionnaires or in plan of works. All Committee Chairman should turn over all books, bulletins

and data to the newly elected chairman.

- ❖ A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the President for the purpose of presenting a budget for the ensuing year in July.
- ❖ A Nominating Committee composed of three (3) members shall be elected for the purpose of presenting a slate of officers for the ensuing year at the February meeting. The Chairman shall be elected by the Executive Committee and two (2) members, who are not members of the Executive Committee, elected from the floor by the general membership. It will be the responsibility of the Nominating Committee to contact all present officers and see if they will serve, if elected, for the ensuing year in next available office. No member shall be nominated for office whose consent has not been previously obtained.
- ❖ The Nominating Committee will report their slate of officers at the March or April meeting and will be read at the next two (2) regular meetings; nominations may be made from the floor during these meetings and also on election day with members' previous consent. Election must be held no more than ninety (90) days and not less than fifteen (15) days prior to Department Convention. No member shall be eligible as a candidate for office unless they have attended all meetings after the slate of officers has been presented or has been nominated. Only a legitimate reason will the President excuse.
- ❖ The President shall appoint three (3) tellers to distribute and count the ballots. When there is but one (1) candidate for an office, the ballot may be dispensed with and the President may declare the nominee elected. In order to participate in the election of Unit Officers, a member shall have paid dues for the current fiscal year.
- ❖ An Audit Committee composed of three (3) members shall be appointed by the President for the purpose of auditing the Treasurer 's books at the close of

the year and making a report of the audit to the Unit in September. The Treasurer should be present to facilitate the audit. The Unit may hire an outside auditor, if necessary.

FUNDRAISING EVENTS

- ❖ The amount of expenditures are not to exceed \$100 for decorations, etc. and
- ❖ \$400 for bands.

- ❖ All monies from fundraising activities shall be signed over to the Treasurer and reported at next general meeting.

- ❖ All proceed donations from fundraising are to be discussed with membership with Treasurers' guidance.

DEPARTMENT MEETINGS

- ❖ The Unit will pay Delegates and Alternates to Department Meetings per budget allocations providing delegate attends meetings each day and provides written report at the next Unit Meeting. Delegate making the Hotel Reservations will be reimbursed for Reservations, Delegate Registration Fees and gas receipts presented per budget. Delegates attending with Legionnaire/spouse/significant other will be paid half the hotel cost unless paid by the American Legion.

GIFTS

A gift shall be presented to the District President and Department President, as provided for in the budget, when an official visit is made of \$50.00.

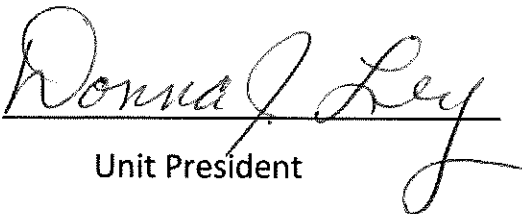
A gift shall be presented to any person for installing new officers of \$50.00.

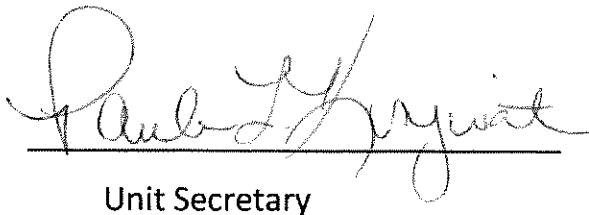
A Past-President's pin shall be purchased by the Unit and presented to the President upon completion of term. In the event the President has already received a Past-President's pin, a cash gift in the amount of \$75.00 shall be presented upon completion of term.

Upon request all Unit Members shall have a copy of Constitution/Bylaws, Standing Rules and Proposed Budget.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR

REGULAR UNIT MEETING ON January 10, 2023.


Unit President


Unit Secretary


Unit Constitution & Bylaws Chairman