



**STANDING RULES  
OF AMERICAN LEGION AUXILIARY  
JIM J. GILLES UNIT # 283, INC.  
DEPARTMENT OF FLORIDA  
9459 Fort Caroline Rd  
Jacksonville, Florida 32225**

**JANUARY 10, 2024**

**1. Meeting Dates and Times of the American Legion Jim J. Gilileo Unit # 283, Inc:**

**A. General Membership Meeting** shall be held on the second (2<sup>nd</sup>) Wednesday of each month, unless otherwise specified, and shall be called to order at 7:00 PM.

**B. Executive Committee Meeting** shall be held on the second (2<sup>nd</sup>) Wednesday of the month, unless otherwise specified, and shall be called to order at 6:00 PM.

**2. Quorum:** Seven (7) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.

**3. Annual Dues of the Unit:**

**A. Senior membership dues** shall be \$40.00 to include Department and National per capita.

**B. Junior membership dues** shall be \$8.00 to include the Department and National per capita.

**4. The Unit shall have the following Core Committees:**

Americanism, Audit, Auxiliary Emergency Fund (AEF), Children and Youth, Community Service, Constitution and Bylaws, Education, Girls State, Junior Activities, Leadership, Legislative, Membership, National Security, Past Presidents Parlay (PPP), Poppy, Public Relations, Veterans Affairs and Rehabilitation (VA&R), and such other missions and member/organizational support committees as provided in the Standing Rules.

**5. Bonding of Unit Members who handle funds:**

A. President, First Vice President, Secretary, Treasurer, and the appointed Membership Chairman shall be authorized to sign checks for disbursement of funds from the Unit Treasurer. All checks shall have two (2) signatures of the positions listed above.

B. All members responsible for Unit funds shall be bonded through the blanket Fidelity bond and the Unit shall pay the premium to Department Headquarters.

**6. Budget Committee:**

A. A Budget Committee, composed of four (4) members, which includes the Unit Treasurer, shall be appointed by the Unit President for the purpose of presenting a budget for the ensuing year.

B. The budget shall be completed by September 1<sup>st</sup> and voted on at the next General Membership Meeting by a majority of General Membership attendees.

**7. Nominating Committee:**

A. A Nominating Chairman shall be nominated and elected at a General Membership meeting by the Unit Membership attendees and shall consist of three (3) members for the purpose of presenting a slate of officers for the ensuing year.

B. The Chairman shall appoint two (2) Committee Members.

**8. Auditing Committee:** Composed of three (3) members, shall be nominated and elected at a General Membership meeting by the Unit Membership attendees for the purpose of auditing the Treasurer's accounts at the close of each term and every three (3) months, making a report of the audit to the Unit. The Treasurer shall be present during the audit to answer questions only. No one on the Audit Committee shall be authorized to sign checks.

**9. Sunshine Fund:** Registration and collection of the Sunshine Fund shall be completed by the Sergeant-at-Arms during the General Membership meeting. The Sunshine Fund shall be used to assist the VA&R Program.

**10. Membership:**

A. Membership credits issued by the Department shall be presented to the General Membership, with a majority vote, before use of a credit.

B. Membership cards shall not be mailed or distributed until the Unit has received the Membership dues.

C. New Member pins shall be presented by the Membership Chairman.

**11. Secretary:**

**A.** The Secretary shall take minutes of both the Executive Committee and the General Membership meeting.

**B.** Draft of General Membership meeting minutes shall be emailed to the Executive Committee and Chairmen for review at least two (2) weeks prior to the next Executive Committee and General Membership meetings.

**C.** Two (2) copies of the approved Executive Committee and General Membership meeting minutes shall be made and distributed as follows:

**1.** One (1) for the President

**2.** One (1) for the office file to be made available for viewing by any member

**D.** The Secretary shall also be responsible for all correspondence.

**12. Treasurer:**

**A. Treasurer's Report:**

**1.** Treasurer's report shall be made at each General Membership meeting.

All expenditures shall be reported to the General Membership. Copies of the report shall be made available to the President and Secretary and one (1) copy shall be kept with the monthly statement to be turned over annually for the audit.

**2.** Treasurer shall list and state every month the outstanding checks, informing the President prior to the monthly meetings. After ninety (90) days, the Treasurer shall investigate outstanding checks and report to the General Membership.

**B.** All checks shall be supported with proper authorization, such as minutes, budget, motion book and Standing Rules.

**C.** All uncashed checks shall be supported with full documentation for the audit packet.

**D.** In the absence of both the President and Treasurer, one of the authorized signers shall be given the keys and combination to the safe until either of them returns.

**E.** The Treasurer or President shall be responsible for making reservations for hotel rooms for Convention, Workshop and Fall Conference.

**F.** In the event the Treasurer must be replaced, an audit shall be performed at that time.

**13. Debit Card:**

**A.** The Debit Card shall stay with the checkbook in the safe, unless in use.

**NOTE:** The Treasurer and President are the only two (2) officers with the combination to the safe. If neither are available to retrieve the debit card, either will give the combination to any of the other authorized check signers. (Refer to Standing Rule 5. "Bonding of Unit Members who Handle Funds")

**B.** Shall be used only for, and/or by, the following:

1. Making hotel reservations for Annual Convention Delegates and for Workshop and Fall Conference attendees

2. Making membership payments in ALAMIS (American Legion Auxiliary Membership Information System)

3. By Unit 283 members only for purchases/expenditures, and

a. Shall be signed out with any current year Officer of Unit # 283

b. Shall be signed back in with any current year Officer of Unit # 283 within two (2) days, accompanied by receipt(s) of those expenditures in an envelope which shall be placed into the lock box (office door)

**IMPORTANT NOTICE:** Should the card not be returned within the time stated above, unless otherwise prearranged with the President or Treasurer or designated Officer, the privilege of using the card will be revoked.

**C.** A Unit member shall not make purchases:

1. with an AL, SAL or ALR-issued credit or debit card, or

2. for personal use with the ALA debit card

**14. First (1<sup>st</sup>) Vice President:** shall maintain the Motions book at each Unit meeting.

**15. Immediate Past Unit President:** shall request, in writing, to become a member of the Executive Committee no later than thirty (30) days after elections. Must be approved by the General Membership attendees.

**16. Second (2<sup>nd</sup>) Vice President:**

**A.** Shall be responsible for dinners and other events as needed.

**B.** May appoint a committee to assist her or him.

**C.** All monies collected shall be verified with two (2) signatures on the envelope before providing to the Treasurer.

**17. Chaplain:** Shall mail cards, visit the sick and purchase flowers or a dish garden for a hospitalized member, not to exceed fifty dollars (\$50.00) plus delivery charge. A hospitalized member is required to have at least one (1) overnight stay to be entitled to flowers.

A. In the event of death of a member or a member's family (i.e., parent, spouse, child, brother, sister, relative by marriage), the Chaplain or President will consult with the next of kin concerning a charitable donation in memory of the deceased or flowers not to exceed seventy-five dollars (\$75.00) plus delivery charge.

B. In the event of death or illness of a Post Family Officer (AL, SAL or ALR or their spouses), the Chaplain shall obtain a quorum from the Executive Committee concerning a charitable donation in memory of the deceased or flowers not to exceed seventy-five dollars (\$75.00) plus delivery charge.

C. In the event of death of an active volunteer who is not an Auxiliary Unit # 283 Member but who is a member of the Post 283 Family (AL or SAL or their spouses), the Chaplain shall obtain a quorum from the Executive Committee concerning a charitable donation in memory of the deceased or flowers not to exceed seventy-five dollars (\$75.00) plus delivery charge.

**18. Officer Pins:** The Unit President selects Past Officer pins to be presented to the Officers and Members-at-Large at the end of her/his term in office. These shall be ordered and paid for by the Unit Treasurer.

**19: Donations:**

A. *Unused funds shall be rolled into the following year's budget as a separate line item in the budget for the same event/program.*

B. Members who receive General Membership funds, budget funds or an approved donation shall disclose all expenditures at the following General Membership meeting.

C. Members who receive donations or monetary goods from individuals or organizations shall give these funds to the Treasurer for deposit and notify the President, who shall sign and mail a donation letter.

**20. Solicitations:**

A. Requests for monetary donations to AL, SAL, ALR or any outside organization for a project/event shall be accompanied by a letter stating the purpose of the solicitation and signed by the President and the Chairman.

B. Requests other than AL, SAL and ALR shall be made only to non-profit 501(c)3 organizations.

**21. Junior Expenditures:** Shall be approved by the General Membership meeting attendees prior to the event.

**22. Housekeeping:**

A. Alcohol is prohibited during the Executive Committee and General Membership meetings.

B. Cell phones shall be turned off/muted. Violators shall be fined \$5.00 which will be placed in the Sunshine Fund.

C. Alcohol is prohibited before and during a children's event.

**23. Eligibility Requirements:**

A. For Convention:

1. Shall be a member in good standing

2. Shall have attended six (6) Unit Meetings during the year

3. Shall assist in six (6) Auxiliary fundraisers

4. Shall attend two (2) breakout sessions and the General Session

B. For Workshop:

1. Shall be a member in good standing

2. Shall attend the General Session

C. For Fall Conference:

1. Shall be a member in good standing

2. Shall have attended three (3) Unit meetings

3. Shall attend the General Session

4. Shall attend at least one (1) breakout session

D. Expenses and Reimbursements from Annual Convention Delegates, Workshop and Fall Conference attendees:

1. If funds are available, delegates to Department Convention and attendees at Workshop and Fall Conference will be reimbursed equally among all attendees up to one hundred dollars (\$100.00) only if receipts are attached to the reimbursement sheet and completed within two (2) weeks upon return. Attendees without a six (6) month Unit membership are not eligible for reimbursement.

2. The Unit will pay for up to five (5) rooms with two eligible members per room, four (4) nights for Convention, two (2) nights for Workshop and two (2) nights for Fall Conference. If attending with a non-Auxiliary member, a room will not be provided for the Auxiliary member.

**24. Candidates for Office:** Candidates running for Office shall be members in good standing and have a valid Unit # 283 Auxillary membership card prior to voting.

**25. Elections:**

A. The Unit President shall appoint a Chairman to coordinate the election.

B. Election Chairman: The Election Chairman shall prepare the ballots, coordinate the election and be the custodian of the ballot box. The Election Chairman shall appoint two (2) members to assist in counting and recording the votes.

**26. Elections by Ballot:**

A. Ballots shall be given to valid voting members only.

B. The Election Chairman may offer instructions on how to complete the ballot.

C. The names of the candidates for each office may be written on the ballot, or the voter may write the name of her/his choice on the ballot. When there is only one (1) candidate for an office, the ballot may be discarded, with the nominee declared the winner.

D. The identity of the voter shall not be indicated in any way, as a ballot is a secret vote.

E. The Election Committee shall produce a form for reporting the results of the election which shall designate the number of votes cast, the number of the majority vote and the number of votes cast for each candidate. (For example: "For President – number of votes cast-30, necessary for election-16: Brown received 19, Jones received 10, Davis received 1)

F. An unmarked (blank) ballot is not counted in an election.

G. The Election Committee shall not make any changes on the election ballot or mark it in any way.

H. The vote cast for each office shall be preserved in such manner that if the election is questioned, the vote may be verified by a count. When slips of paper are used for each separate office, the votes cast for that office shall be reported by the Election Committee Chairman prior to voting for the next office.

I. The President shall announce the newly elected Officers.

J. **During a National Pandemic or Disaster:** Elections may be held in the parking lot of the American Legion Post # 283.

**Guidelines:** The member shall check in at the appropriate site providing a valid membership card, then proceed to the Election Chairman. All candidates' names shall be entered on the ballots providing a blank line for write ins. As members receive the ballot, the Election Chairman shall explain the ballot with instructions.

**27. Keys:**

**A.** A permanent, separate log of all keys, including office keys, post office box keys, deposit box (office door) keys, safe keys and Auxiliary membership box keys shall be retained and never leave the office.

**B.** Outgoing Officers and Chairmen shall relinquish all keys to the incoming President and sign the appropriate key log immediately following elections.

**C.** Incoming Officers and Chairmen shall be given appropriate keys by the President within one (1) week of elections and will sign out those keys in the appropriate logbook.

**D.** Distribution of keys as follows:

1. Office – one (1) each to the Officers and Membership Chairman and one (1) to the incoming Post Commander
2. Deposit Box – one (1) each to the President and Treasurer
3. Membership Box – one (1) each to the President and Membership Chairman
4. Post Office Box – one (1) each to the President and Membership Chairman
5. Safe - one (1) each to the President and Treasurer
6. Any member who loses or fails to return a key or keys shall be held responsible for any cost incurred


**28. Transfer Members:** shall be subject to acceptance by majority vote of the General Membership meeting attendees. If her/his membership has been revoked by Unit # 283 or any other Unit for disciplinary action, she/he shall not under any circumstance transfer back into Unit # 283.


**29. Facebook Page:** The administrators of the Unit Facebook page shall be determined by the Unit President.




**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 THE UNIT # 283 GENERAL MEMBERSHIP MEETING ON JANUARY 10, 2024.**

x   
**Kam Sons**  
**Unit President**

x   
**Tracey Ihle**  
**Unit Secretary**

x   
**Linda Nogle**  
**Unit Constitution and Bylaws Chairman**

x \_\_\_\_\_  
**Department Constitution and Bylaws Chairman**

x \_\_\_\_\_  
**Date Approved**