

STANDING RULES
OF THE
AMERICAN LEGION AUXILIARY
PORT ST. LUCIE UNIT #318, INC.
1000 Savanna Club Blvd.
Port St. Lucie, FL 34952

1. **MEETING DATE AND TIME.** The regularly scheduled meeting of the American Legion Auxiliary Port St. Lucie Unit #318, Inc., shall be held on the third Saturday each month, unless otherwise specified and shall be called to order at 10:30 AM. An Executive Committee meeting shall be held on the third Saturday of each month, unless otherwise specified and shall be called to order at 9:30 AM.

Section 1: As a show of respect, at each regular meeting, the POW chair shall be draped and placed in front of the podium. The POW resolution will be read at the discretion of the President.

2. **MEETING DURING AN EMERGENCY**

Unit meetings may be held in person or in an emergency, via election means. Voting may be by voice, ballot, email, or other electronic means.

3. **MEMBERSHIP and CONDUCT (rename)**

Section 1: All members are expected to be congenial and friendly and avoid discussion of Unit business or personalities at the canteen.

Section 2: All members are strongly encouraged to attend, volunteer, and participate in Auxiliary meetings and events.

Section 3: No alcoholic beverages will be allowed into the meeting.

Section 4: On meeting night, any member sitting in the canteen who chooses not to attend the meeting, will NOT be allowed to drink at the bar, nor will they be allowed to participate in any games of chance (i./e. "Ace of Hearts", "Show Me the Money", Daily/Weekly rolls or machines) until the meeting has concluded.

Section 5: It is customary at this Unit for the 1st Vice President to hold the position of Membership Chairman. However, the Executive Committee may appoint another member as chair by recommendation to the general membership will then vote of said recommendation. The Membership Chairman will process all applications. Transferred members will be voted upon.

4. **QUORUM:** Eight (8) members of this Unit shall constitute a quorum at any regularly scheduled meeting of the Unit.

5. **DUES:** Beginning with the 2021-2022 term, the annual Senior membership dues of the Unit shall be \$40.00, to include Department and National per capita. The annual dues of the junior membership shall be \$5.00 to include the Department and National per capita.

6. COMMITTEES. 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, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy and Public Relations.

Section 1. BUDGET COMMITTEE

A Budget Committee composed of at least three (3) members, including the Unit Treasurer, shall be elected by the members for the purpose of presenting a budget for the ensuing year.

Section 2. NOMINATING COMMITTEE

A Nominating Committee of at least three (3) members shall be appointed by the President, for the purpose of presenting a slate of officers for the ensuing year. The committee shall be formed no less than two (2) months prior to elections. Such appointment shall be ratified by the Executive Committee and voted on by the general membership. The Nominating Committee shall "scout" potential officers and have the responsibility to bring forth eligible (members in good standing), knowledgeable and willing officer candidates. The committee shall have the permission of each candidate for an office in order to be presented by this committee. The Nominating Committee will call for nominations of officers at the March meeting and present the slate at the April meeting. Final nominations can be made from the floor prior to voting on the day of election. Any candidate not present at the meeting on the day of elections will be required to provide a letter in writing, accepting the nomination prior to the meeting.

Section 3. EXECUTIVE COMMITTEE

The Executive Committee meeting is open to any member in good standing for observation purposes only. The Executive Committee members reserve the right to invite any member or chairman to a committee to report and observe.

7. ADDITIONAL DUTIES OF OFFICERS / CHAIRMEN

Section 1. FIRST VICE PRESIDENT

The 1st Vice President shall perform duties as requested by the President. The First Vice President shall, in the absence of the President, perform the duties of such and shall succeed the President in office in the case of death, resignation or removal.

Section 2. MEMBERSHIP CHAIRMAN

It is customary at this Unit for the 1st Vice President to hold the position of Membership Chairman. However, the Executive Committee may appoint another member as chair by recommendation to the general membership will then vote of said recommendation. The Membership Chairman will process all applications. All transfer members will be voted upon.

Section 3. SECOND VICE PRESIDENT

The Second Vice President shall be in charge of all Unit extracurricular activities which include: Wednesday night dinners, raffles, and dinner dances. This officer shall render reports of such activities at monthly meetings. The 2nd Vice shall request and arrange for volunteers to assist in such activities. The Second Vice President shall perform other duties as requested by the President. She/he shall, in the absence of the president and First Vice President, perform the duties of the President and/or First Vice President.

Section 4. TREASURER

The Treasurer's accounts shall be audited annually at the close of the term by a qualified non-auxiliary member appointed by the President. Prior to this audit, the audit committee will review said records bi-annually.

The Treasurer will be a member of the Budget Committee and also a non-voting member of the Audit Committee.

All records belonging to the Unit, including the checkbook, shall remain locked up in the Unit file cabinet at the Post at all times. The Treasurer, President, Membership Chairman and Second Vice President will have keys for access to the file cabinet.

Section 5. SECRETARY

The Secretary shall be appointed by the President. The term shall run the same as with elected offices, one year.

A tape recorder may be used to record the minutes of the meeting and members shall be made aware that a tape recorded is being used.

Section 6. HISTORIAN

The historian is encouraged to present the factual running story of the accomplishments of each program.

Section 7. SERGEANT-AT-ARMS

Sergeant-at-Arms has the duty of guarding the door allowing only members to enter once the meeting has begun. The Sergeant-at-Arms shall check all membership cards of attendees to verify that membership is current. The Sergeant-at-Arms shall check for Auxiliary members in the canteen during Unit meetings and announce that the meeting is about to begin.

Section 8. ASSISTANT SERGEANT-AT-ARMS

Duties of the Assistant Sergeant-at-Arms are to assist the Sergeant-at-Arms and to perform the duties of the Sergeant-at-Arms in their absence and other duties as requested by the Sergeant-at-Arms.

8. DISBURSEMENT OF FUNDS

All distribution of funds must have the approval of the general membership. If for some reason, the request for disbursement of funds must be decided prior to the next general meeting, the Executive Committee may vote on the disbursement and then bring the proceedings to the general membership for ratification at the next meeting. If, the Executive Committee does not have a scheduled meeting, in the extreme emergency, the President may poll the Executive Committee members by phone or e-mail. A concerted effort must be made to contact all Executive Committee members for their vote.

Four signatures shall be recorded at the bank for signing checks: Treasurer, President, Membership Chairman and Second Vice President. These officers are authorized to sign checks for disbursement of funds from the Unit treasury. Each check requires 2 signatures.

The President will be permitted to spend up to \$300.00 for event necessities and/or requested donations from the discretionary account. This total disbursement is limited to once per month.

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.

9. INSTALLATION OF OFFICERS

Unit Officers should be installed immediately following their election or as soon thereafter as possible. While installation of officer is desirable, it is ceremony and not mandatory. An officer takes possession of their office immediately upon election. All officers and committee chairman shall be prepared to turn ALL of their records over to their successor immediately after election. It is customary that ALL officers have paid their dues for the ensuing term prior to being installed.

10. STANDING COMMITTEES

The Unit shall have the following committees: Sunshine/Welfare. This committee is responsible for vetting any requests from members, or from a member on another's behalf, for their benefit. There will be two committee members appointed by the President, each time a request needs to be addressed. The request form, approved by the Executive Committee, must be fully completed prior to a request

being considered. The maximum benefit will be \$250.00.

Each Chairman of a CORE or STANDING committee shall be required to submit a mid-year and year-end report to the President for submission to the corresponding District officers and chairman.

11. THE NATIONAL CONSTITUTION

The National Constitution and the acts of the National Conventions constitute the fundamental law of the Auxiliary and the Department Constitutions. The acts of the Department Convention and the Department Executive Committees must conform to them or be rendered null and void. Similarly, the Constitution of the Unit must conform to the Constitution of the Department in which it is located. Any provision of the Unit Constitution which conflicts with the Constitution of the Department or with any action of the Department Convention or Department Executive Committee is invalid and without effect. In a few Departments, the adoption of a uniform Unit Constitution and Bylaws prescribed by the Department is mandatory.

12. RELATIONSHIP BETWEEN UNIT AND POST

The relationship between the two organizations is one of cooperation rather than regulation. The American Legion posts and American Legion Auxiliary Units are related but independent organizations.

The National Judge Advocate of the American Legion has ruled that: "It is crystal clear that the American Legion Post has no authority to control the Unit".

The Post may not revoke nor threaten revocation of its Unit charter.

The Unit should regard its connection with the post as a distinct honor. It should strive unceasingly to carry out the National Constitution's pledge "to participate in and contribute to the accomplishments of the aims and purposes of the American Legion.

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

October 15, 2022

X Janette Mallonee
Unit President

X Carol Stebbins
Unit Secretary

X Janette Mallonee
Unit Constitution & Bylaws Chairman