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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 the third Saturday each month, unless otherwise specified and shall be called to order at 10:30AM. An executive Committee meeting shall be held on the third Saturday of each month, unless otherwise specified and shall be called to order at 9:30AM.

Section 1: As a show of respect, 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**

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 Saturday morning 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., 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 recommendations. The Membership Chairman will process all applications. Transferred members will be voted upon.

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

5. **DUES:** Beginning with the 2025-2026 term, the annual Senior membership dues of the Unit shall be \$45.00 to include Department and National per capita. The annual dues 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, Countdown of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy and Public Relations.

Section 1:

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 the elections. Such appointments 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 case of death, resignation or removal.

Article 1. MEMBERSHIP CHAIRMAN

It is customary in this club 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 new applications. All transfer Members will be voted upon.

Article 2. VICE PRESIDENT

The 1st Vice President shall be in charge of all club extracurricular activities which include sports, and other events. This officer shall render reports of such activities at general meetings. The 1st Vice shall recruit and arrange for volunteers to assist in such activities. The 1st Vice President shall perform other duties as requested by the President. The 2nd Vice shall be the right hand of the President and 1st Vice President perform the duties of the President and 1st Vice President.

Article 3. TREASURER

The Treasurer's records shall be audited annually at the close of the term by a qualified non-voting member appointed by the President. Prior to this audit the audit committee will check the records quarterly.

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

All records pertaining to the club, including the checkbook, shall remain locked up in the club safe cabinet at all times. The Treasurer, President, Membership Chairman and 1st Vice President will have keys for access to the safe cabinet.

Article 4. SECRETARY

The Secretary shall be appointed by the President. The term shall run the same as with other officers of the club.

A copy of the minutes of each meeting shall be made available to all members of the club and members shall be notified when the minutes are available in writing.

Article 5. DISTRICTS: The District 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. DISPURSEMENT 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 of 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 two (2) signatures.

The President will be permitted to spend up to \$300 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 the Department Headquarters.

9. INSTALLATION OF OFFICERS

Unit Officers should be installed immediately following their election or as soon thereafter as possible. While installation of officers is desirable, it is a ceremony and not mandatory. An officer takes position of their office immediately upon election. All officers and committee chairmen shall be prepared to turn ALL 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 is responsible for vetting any request 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 completed prior to a request being considered. The maximum benefit will be \$250.

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

11. THE NATIONAL CONSTITUTION

The National Constitution and 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 the 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 the American Legion's Auxiliary Units are related but independent organizations.

The Nation 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 Nation Constitution's pledge "to participate in and contribute to the accomplishments of the aims and purposes of the American Legion.

THESE STANDING RULLS WERE READ, VOTED ON AND APPROVED AT OUR REGULAR MEETING ON:

8/17/2024

James J. Pohl

UNIT PRESIDENT

Monica Butzinger

UNIT SECRETARY

Monica Butzinger

UNIT CONSTITUTION & BYLAWS CHAIRMAN

American Legion Auxiliary
Department of Florida, Inc.

2025 Unit Dues Information

Be advised that NO Unit can use a member's address or member's P.O. Box as the Unit's address.

Mailing Address:

318 1000 Savannah Club Blvd
Unit # P.O. Box or Street Address
Port St. Lucie FL. 34952
City Zip

Physical Address: *If different from mailing address (Where the meeting are held)*

SAME
Street Address

City Zip

It is time to report the amount of dues for your Unit for the 2025 membership year. Dues are comprised of three (3) parts: National dues, Department dues, and the Unit's portion. The Unit controls what it keeps; however, the portion National and Department get has been decided at respective Conventions.

The breakdown is as follows:

	<u>Senior</u>	<u>Junior</u>
National Dues	\$18.00	\$2.50
+		
Department Dues	<u>\$12.00</u>	<u>\$1.75</u>
Amount you mail to Department	\$30.00	\$4.25
+		
Unit's portion of dues **	<u>15.00</u>	<u>.75</u>
Total Charged to Member	<u>45.00</u>	<u>5.00</u>

FORM DUE
by
February 1st 2025
to Department via:
membership@alaf.org

Remember, your Unit's Constitution, Bylaws & Standing Rules must reflect the dues information you are reporting here in order for Department Headquarters to report the correct dues amount to National.

**** The "Unit's portion of dues" is the amount the Unit keeps out of the "Total Charged to Member."**