

CONSTITUTION AND BYLAWS
OF
AMERICAN LEGION AUXILIARY
CHARLES R. SEITZ, UNIT 344, INC.
DEPARTMENT OF FLORIDA
400 S. SYKES CREEK PARKWAY
MERRITT ISLAND, FL 32952

December 2022

PREAMBLE

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during all wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

CONSTITUTION

ARTICLE I – NAME

The Name of this organization shall be *American Legion Auxiliary Christopher R. Seitz, Unit 344, Inc., Department of Florida.*

ARTICLE II – NATURE

Section 1: American Legion Auxiliary Christopher R. Seitz, Unit 344, Inc. is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2: American Legion Auxiliary Christopher R. Seitz, Unit 344, Inc. shall be absolutely nonpolitical and shall not be used for dissemination of partisan principles nor for any promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III - OBJECT

The object of the American Legion Auxiliary Christopher R. Seitz, Unit 344, Inc., Department of Florida, shall be as stated in the Preamble to the Constitution.

ARTICLE IV – ELIGIBILITY

Section 1: Eligibility for membership in The American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion governing documents shall be provided as follows and shall be updated as appropriate.

- (1) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
- (2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941: who, being a citizen of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge;
- (3) grandmothers, mothers, sisters, spouses and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and
- (4) to those women who of their own right are eligible for membership in The American Legion.

Section 2: There shall be two classes of membership, Senior and Junior.

- (a) Senior membership shall be composed of members age eighteen (18) and older; provided, however, a member eligible under Section 1 of this article, and who is under the age of eighteen (18) years and married shall be classified as a Senior.
- (b) Junior membership shall be comprised of members under the age of eighteen (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen (18), Junior members shall automatically be admitted into Senior membership with full privileges.
- (c) Dues for both classes shall be paid annually or for life.

ARTICLE V – UNIT OFFICERS

The Unit shall elect annually a President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, Assistant Sergeant-at-Arms who shall serve until their successors are duly installed or as otherwise provided.

ARTICLE VI – EXECUTIVE COMMITTEE

There shall be an Executive Committee, which shall consist of all officers, and three (3) additional Members at Large elected by the Unit as well as the immediate past president as an ex-officio member. The term of office for members of the Executive Committee shall be for one year.

ARTICLE VII – FISCAL YEAR

The fiscal year shall be the same as that of the Department.

ARTICLE VIII – AMENDMENTS

Section 1: This Constitution may be amended by two-thirds (2/3) vote of the members at a regular meeting, provided the proposed amendment shall have been read at the previous meeting.

Section 2: Amendments not having been read at the previous meeting may be adopted by the unanimous vote of the members present.

Section 3: This Constitution shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

BYLAWS

ARTICLE I – EXECUTIVE COMMITTEE

Section 1: Between meetings, the government and management of this Unit shall be entrusted to the Executive Committee and all proceedings of said committee shall be presented to the Unit at the next meeting for approval.

Section 2: A vacancy on the Executive Committee, from any cause other than expiration of a term, shall be filled by a majority vote of the entire committee. A person so elected shall hold office for the unexpired term of the member succeeded.

Section 3: A majority of the members of the Executive Committee shall constitute a quorum.

Section 4: Special meetings may be called by order of the President, or on written or electronic request of at least three (3) members of the Executive Committee. Uniform notice of such special meetings shall be given to all members of the Executive Committee; and, except in extreme emergency, shall be given at least forty-eight (48) hours in advance. At special meetings only business specified shall be transacted.

ARTICLE II – DUTIES AND POWERS OF OFFICERS

Section 1: Duties of the Unit President – It shall be the duty of the President to preside at all meetings of the Unit and Unit Executive Meetings; to enforce strict observance of the Constitution and Bylaws; to appoint members of Standing Committees; to create such other committees and appoint members thereof as deemed advisable; to perform other such duties as custom and parliamentary usage required and to appoint all officers not otherwise provided for.

Section 2: Duties of the Vice President – The First and Second Vice Presidents, in the order named, shall, when called upon, assist the President and if absent, perform the duties of the office and shall succeed to the office in case of death, resignation or removal.

Section 3: Duties of the Secretary – It shall be the duty of the Secretary to receive and answer official mail under the direction of the President; to keep on file, in a comprehensive manner, copies of all correspondence sent and received; and to send and give notice of all meetings. It shall be the duty of the Secretary to record the proceedings and transactions of all meetings of the Unit; and to keep all books, papers and records that are needed to carry on the working of the office and care for the archives of the Unit. The Secretary is hereby vested with such authority as it is necessary to carry out the duties of the office successfully for the good of the American Legion Auxiliary.

Section 4: Duties of the Treasurer – It shall be the duty of the Treasurer to receive all monies belonging to the Unit and account for them. The Treasurer shall pay the bonding fee as determined by the Department Office. The Treasurer shall maintain two (2) separate funds, namely a General Fund, and Poppy Fund. All Poppy donations shall be placed in the Poppy Fund and be used to assist the Veteran and his/her children. The Treasurer shall keep an accounting of the receipts and expenditures, making an annual report thereon and such other reports as may be deemed necessary by the Unit Executive Committee. The accounts shall be audited annually. All current bills shall be paid before transferring all funds, books, vouchers and papers belonging to the Unit to the successor.

Section 5: Duties of the Chaplain – It shall be the duty of the Chaplain to offer prayer at the opening and closing of each meeting, and perform such other duties as directed by the President and to notify Department of any deceased members on a monthly basis.

Section 6: Duties of the Historian – It shall be the duty of the Historian to compile the historical records of the Unit and to make a report to the Department.

Section 7: Duties of the Sergeant-at-Arms – It shall be the duty of the Sergeant-at-Arms to preserve order at the meeting of the Unit and to perform such duties as may be requested by the President.

Section 8: Where considered necessary, a recording secretary and a corresponding secretary may be elected to carry out the duties normally performed by the secretary.

Section 9: The office of secretary may be combined with that of treasurer and called “secretary-treasurer.”

ARTICLE III – DUES

Section 1: The annual Senior membership dues of the Unit shall be as stated in the Standing Rules which shall include the Department and National per capita. The annual dues of the Junior membership shall be as stated in the Standing Rules to include the Department and National per capita.

Section 2: A member failing to pay annual dues, including the Unit, Department, and National assessments by January 31, shall be classified as delinquent and shall be suspended from all membership privileges. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December 31 of the year of the delinquency shall automatically be dropped from the rolls and may be reinstated by only paying back dues or by re-establishing eligibility and making application as a new member.

ARTICLE IV – UNIT MEETINGS

Section 1: The regular scheduled meeting of American Legion Auxiliary, Charles R. Seitz, Unit #344 Inc. shall be held as stated in the Standing Rules. An Executive Committee meeting shall be held as stated in the Standing Rules.

Section 2: The number of members of a Unit that shall constitute a quorum at any regular scheduled meeting of the Unit shall be as stated in the Standing Rules.

Section 3: Special meetings of the Unit may be called by the President, by a majority of the Executive Committee, with the President notified, or upon written request of three (3) members of the Unit.

Section 4: Electronic meetings and voting may be held during an emergency situation or at any time a Unit's officers deem necessary. Notification of an electronic meeting and/or voting must be sent to each member of the Unit via email or regular mail if no email address is available and shall contain an agenda and any documents that participants will need to reference in advance so that participants can follow the flow of the meeting and/or voting procedure. Minutes of the electronic meeting must be created as well as recording the motions and votes.

ARTICLE V – ELECTION

Section 1: Elections shall be held annually. In order to participate in the election of the Unit Officers, a member shall have paid dues for the current fiscal year within which the election is held.

Section 2: Elections shall be by ballot, and a majority of the votes cast shall be necessary with the nominee declared. If there is only one person nominated for an office the ballot may be dispensed with and that nominee declared a winner.

Section 3: All Officers and Executive Committee members shall be elected at a meeting duly called for the purpose not more than ninety (90) days prior, nor less than fifteen (15) days prior, to Department Convention

Section 4: The Unit shall notify the Department Secretary of the names and addresses of such newly elected officers, not less than ten (10) days prior to Convention, certification to be made on forms furnished by Department.

Section 5: Vacancies in office between annual elections shall be filled by the Executive Committee.

Section 6: Delegates and Alternates to District Constitutional Conference, or Department Convention shall be elected not less than two (2) weeks prior to the Conference or Convention. Alternates shall have priority in the order of their election.

ARTICLE VI – COMMITTEES

The Unit shall have the following Core Committees: Americanism, Children & Youth, Constitution and Bylaws, Membership, National Security, Audit, Veterans Affairs and Rehabilitation, and such other mission and member/organizational support committees as provided in the Standing Rules.

ARTICLE VII – TRANSFERS

Transfer of membership from one Unit to another in the Department of Florida shall be upon application of the member to, and acceptance by, the other Unit, in conformity with National and Department Constitution and Bylaws.

ARTICLE VIII – DISCIPLINE

Section 1: For any violation of the Unit, Department, or National Constitution, or for conduct improper and prejudicial to the welfare of the Auxiliary or The American Legion, any member may be expelled from membership or any officer may be removed from office by a two thirds (2/3) vote at a Unit meeting duly called for that purpose, said expulsion or removal to be binding only in the event said member or officer shall have been given at least fifteen (15) days notice in writing by the Unit Secretary of the charges and the hearing thereon. Either party may have the right to appeal to the Department Executive Committee and their action thereon shall be final. The expenses of the said appeal shall be borne by the appellant.

Section 2: No member, or group of members, shall subject this Unit to liability without authorization of the Unit.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The Unit organization shall be governed by “Robert’s Rules of Order, Newly Revised” on all points not covered in National and/or Department Constitution and Bylaws.

ARTICLE X - AMENDMENTS

Section 1: These Bylaws may be amended by a two-thirds (2/3) vote of the members present at a regular meeting, provided the proposed amendments shall have been read at a previous Unit meeting.

Section 2: Amendments not having been previously read may be adopted by the unanimous vote of the members present.

Section 3: These Bylaws shall automatically be amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

THIS CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON December 8, 2022.

X Rose Marie Hill
Rose Marie Hill, Unit President

X Denice Hayes
Denice Hayes, Unit Secretary

X Dorothy Walsh
Dorothy Walsh
Unit Constitution and Bylaws Chairman

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA
CHRISTOPHER SEITZ UNIT 344
Standing Rules
January 2023**

**ARTICLE I
DUTIES OF UNIT OFFICERS**

Section 1. Duties of the President: It shall be the duty of the President to preside at all meetings of the Unit and the Unit Executive Committee; to enforce strict observance of the Constitution and By-Laws; to appoint members of the Standing Committees; to perform other duties as custom and parliamentary usage require; and to appoint all officers and chairmen not otherwise provided for. She/he will be the Unit liaison with the Legion Post.

Section 2. Duties of the Vice President: The First and Second Vice Presidents, in the order named, shall, when called upon, assist the President and, in her/his absence, perform her/his duties, and shall succeed her/his in office in case of death, resignation, or removal.

Section 3. Duties of the Secretary: It shall be the duty of the Secretary to ensure accurate recording and preservation of the proceedings and transactions of all meetings of the unit; to act as custodian of all books, papers, and records; to conduct the correspondence of the Unit; to keep a file of all correspondence sent and received; and to perform other duties as shall be required by the President.

Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed to carry out the duties normally performed by the Secretary, as well as tracking unit members' volunteer hours.

Section 4. Duties of the Unit Treasurer:

- A. It shall be the duty of the unit Treasurer to receive all money belonging to the Unit and to account for them. She/he shall maintain two (2) separate funds, namely a General and a Poppy fund. All poppy donations shall be placed in the Poppy/Welfare Fund and be used to assist veterans and his/her family.
- B. She/he shall keep an accounting of her/his receipts and expenditures, making a monthly report thereon and such other reports as may be deemed necessary by the Unit Executive Committee.
- C. Her/his accounts shall be audited on a quarterly basis whenever possible but not less than a semi-annual basis.
- D. She/he is responsible for the timely submission of the annual renewal of the soliciting of contributions permit to the Florida Dept. of Agriculture & Consumer Services, as required.
- E. She/he is responsible for the timely submission of the annual report notice to the Florida Dept. of State, Division of Corporations.
- F. She/he is responsible for the timely submission of the annual 990.
- G. She/he is responsible for compliance with state and federal tax requirements.
- H. She/he is responsible for payment of unit obligations, as soon as financially feasible to do so.

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA
CHRISTOPHER SEITZ UNIT 344
Standing Rules
January 2023**

- I. She/he is responsible for payment of the annual \$20.00 district dues at the installation of officers.
- J. She/he shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to her/his successor.
- K. She/he will ensure that the checkbook is turned over to the Unit President or her/his designee during an extended absence from Brevard County.
- L. She/he will be responsible for the use of any debit or credit cards issued to the unit (at the approval of the membership) and all tax-exempt cards.
- M. She/he will be responsible for the oversight of all 50/50s and raffle drawings. 50/50 raffle tickets will be sold \$1/1 \$5/6, \$10/15 tickets. Raffle basket ticket prices may be changed based on the value of the basket.

Section 5. Duties of the Unit Chaplain:

- A. It shall be the duty of the Chaplain to offer prayer at the opening and the close of each meeting
- B. Upon learning of the death of a member she/he will make appropriate notification to unit, district, and department staff, and drape the Unit Charter at the following meeting.
- C. In the case of an Auxiliary member's death the family will receive a card and notification that \$10.00 has been donated to the "Memorial Scholarship Fund" in the name of the deceased.
- D. When funds are available, the Chaplain will send to a hospitalized or seriously ill member, a floral/plant arrangement up to \$40.00 purchased from a contracted florist, in conjunction with the president, one time during the Auxiliary year. Should there be additional instances, a get-well card may be sent.
- E. She/he will send to the immediate family of an Auxiliary member, when ill or hospitalized, a card from the Auxiliary. Immediate family includes; mother, father, spouse, children, sisters, and brothers.
- F. She/he will perform such other duties as the President may direct.

Section 6. Duties of the Unit Historian: It shall be the duty of the Historian to compile historical records of the Unit and make a report to Department.

Section 7. Duties of the Sergeant-at-Arms:

- A. It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings of the Unit
- B. She/he is in charge of colors at any function where colors are posted or presented.
- C. The Sgt-at-Arms and Ass't Sgt-at-Arms should arrive at least thirty (30) minutes prior to the event and/or meeting time.
- D. It is her/his duty to see that all materials, i.e. gavel, bell, Bible, flags, preambles, etc. are in their proper place. She/he should see that there is sufficient seating available both on the floor and the podium.
- E. Unless otherwise instructed by the President it is her/his duty to greet members and guests as they arrive and also to attend to the sign in sheet and insure that all guests are introduced to the President

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA
CHRISTOPHER SEITZ UNIT 344
Standing Rules
January 2023**

F. To perform such other duties as requested by the President.

Section 8. Executive Committee:

- A. There shall be an Executive Committee which shall consist of the officers and three additional members-at-large elected by the Unit, as well as the immediate past unit president as an ex-officio member of the Executive Committee.

**ARTICLE II
DUTIES OF THE MEMBERSHIP CHAIRMAN**

Section 1. It is the duty of the membership chairman, who is appointed by the Unit President, to keep records of names and addresses of the members showing the source of their eligibility, process new and transferring member applications, and process membership changes and death notifications according to Department and National Guidelines.

Section 2. She/he is to track the Unit's compliance with the department's membership goals and report such to the President and Membership at large.

Section 3. Transfer of membership from one Unit to another shall be upon application of the member to and acceptance by, the other Unit, in conformity with National and Department Constitution and By-Laws.

- A. The Membership Chairman will investigate all transfers into the unit from local units and present the name(s) at the meeting immediately following the transfer request. During the meeting, anyone who personally knows the transferee may make a statement in support of either acceptance or denial of the application.
- B. Any application that has been denied for membership, whether a new or transfer application cannot be reconsidered or resubmitted for a period of six (6) months. The person making the application will be notified, in writing by the President and Secretary that her/his request has been denied.
- C. The President and Membership Chairman may appoint two (2) members to help her/his form a membership committee. The Membership Committee will be responsible to contact members to remind them of dues renewals, upcoming meetings, and other unit functions by any means necessary; social media, phone, mail, or email.
- D. The Membership Chairman will be responsible for:
- a. Sending renewal reminders to those who have not yet renewed their dues in early December.

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA
CHRISTOPHER SEITZ UNIT 344
Standing Rules
January 2023**

- E. New members will be initiated (sworn in) into the American Legion Auxiliary following their approval of eligibility and receipt of the membership card. This will occur at a General Membership Meeting, where she/he will receive a unit guide, Unit Constitution and By-Laws, and membership pin.

**ARTICLE III
DUES**

Section 1.3. Annual Senior membership dues of the Unit shall be \$35.00 for the completion of the 2022-2023 Auxiliary year. This will include Department and National per capita. The annual dues of the Junior membership shall be \$6.00 to include the Department and National per capita. Starting with the American Legion Auxiliary 2023-2024 year and until further notice, Annual Senior membership dues for current and new members will be \$45.00, which includes Department and National per capita.

**ARTICLE IV
UNIT MEETINGS**

Section 1. The regular scheduled meeting of American Legion Auxiliary Christopher R. Seitz, Unit #344, shall be held on the second Thursday of each month, unless otherwise specified and shall be called to order at 7:00 PM. An Executive Committee meeting shall be held the 1st Thursday of the month via an electronic source unless otherwise specified and shall be called to order at 7:00 PM.

Section 2. An annual meeting of this Unit shall be held not more than ninety (90) days and not less than fifteen (15) days prior to Department Convention for the purpose of electing officers and receiving annual reports. Said officers shall be certified to the Department Headquarters on forms furnished by the Department.

Section 3. Electronic Meetings may be held as the need and circumstances may require for general membership, executive committee and or committee meetings. The media format may be by videoconference, teleconference, or audioconference. The meeting format must be accessible to all members.

Section 4. Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written request of three (3) members of the Unit.

Section 5. Five (5) members in good standing shall constitute a quorum.

Section 6. No alcoholic beverages will be permitted in the meeting room when colors are posted, or Bible is open.

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA
CHRISTOPHER SEITZ UNIT 344
Standing Rules
January 2023**

Section 7. No smoking during meetings.

Section 8. Unless for an emergent reason, and approved by the body, cell phones are to be turned off or on silent during meetings. Violations will cost the member \$1.00 per incident, which will be donated to the AEF fund. The President will remind the membership body at the beginning of the meeting and enforcement of said rule will be made by the Sgt-At-Arms.

Section 9. In the event that any officer cannot attend a meeting or function where their presence is required, she/he is to notify the President as soon as possible.

**ARTICLE V
ELECTIONS**

Section 1. All officers of the Unit shall be elected at the annual meeting called for that purpose, not more than ninety (90) or less than fifteen (15) days prior to the Department Convention and installed annually at a time coincidental with the Legion Post to which it is attached.

Section 2. Election may be by voice vote if there is only one candidate and declared winner by the presiding officer; but where there is more than one candidate for the same office, election shall be by ballot and the majority of votes cast shall be necessary to elect. Elections shall be held no more than ninety (90) days nor less than fifteen (15) days prior to Department Convention. The presiding officer may participate in the voting when there is a ballot vote.

Section 3. In order to participate in the elections of the Unit, members shall be prepared to show their membership card at the meeting designated for election of officers and delegates.

Section 4. Delegates and alternates to Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two (2) weeks prior to the convention. Alternates shall have priority in the order of their election.

Section 5. When there is a ballot vote, the President will appoint three (3) tellers to distribute, collect and tally ballots. The results will be handed to the President to announce the results.

Section 6. There shall be a nominating committee of three (3), consisting of a chairman and two (2) members, elected by the membership body at the February general membership meeting.

Section 7. A member being nominated for office, unable to attend the meeting in which she/he is being nominated, may send to the President a dated, signed, letter indicating her willingness to accept the nomination.

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA
CHRISTOPHER SEITZ UNIT 344
Standing Rules
January 2023**

Section 8. A candidate for office, unable to attend election, must send to the President a dated, signed, letter indicating her/his willingness to serve if elected.

Section 9. Newly elected officers will take office at the general membership meeting immediately following Department Convention.

**ARTICLE VI
COMMITTEES**

Section 1. There shall be the following standing committees: Veterans Affairs and Rehabilitation, Children and Youth, Americanism, National Security, Education, and Membership. Junior Activities, Community Service, Constitution and Bylaws, Finance, AEF, Leadership, Girls State, Poppy, Public Relations, Legislative, Cavalcade of Memories, and Past Presidents Parley. In the event there is not a committee person assigned for the Chairmanship of the committee, the President will be named for reporting purposes.

Section 2. A Nominating Committee composed of three (3) members for the purpose of presenting a slate of Unit officers for the ensuing year will be elected by the membership body at the February General Membership meeting.

- A. This Committee shall prepare a slate of candidates to be read at three (3) consecutive regularly scheduled General Membership meetings prior to the election.
- B. This Committee shall attempt to submit at least one (1) candidate for each office.
- C. Nominations may also be made from the floor
- D. No one may be nominated whose consent to serve has not been obtained.
- E. A nominee may be named in multiple positions on the slate

Section 3. Audit Committee composed of three (3) members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts on a quarterly basis and making a report of the audit to the Unit.

Section 4. Budget Committee composed of three (3) members shall be appointed by the Unit President at the beginning of the year to prepare and present an annual budget to the membership no later than the second meeting of the new auxiliary year

Section 5. Planning Committee to be appointed by the Unit President to create a plan of events for the upcoming year to be presented to the membership no later than the second meeting of the new auxiliary year.

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA
CHRISTOPHER SEITZ UNIT 344
Standing Rules
January 2023**

**ARTICLE VII
DEPARTMENT CONVENTION**

Section 1. Delegates to Department convention will be elected at the unit meeting designated for that purpose.

Section 2. The Auxiliary Unit will pay the delegate fee for each delegate, alternate, and guest.

Section 3. Based on the availability of funds, each delegate will receive reimbursement of one half (½) the cost of the standard room rate plus a \$10.00 per diem for two (2) nights during the convention days.

Section 4. Reimbursement will be made upon submission of receipts clearly indicating that the member paid for their room and confirmed by the delegation chairman that she/he attended the meetings necessary to receive such reimbursement.

Section 5. The Unit President (unless otherwise designated) will be the delegation chairman and responsible for; delegate registration and distribution of materials to each delegate and alternate, collection of unit materials (and when appropriate, unit awards), proper delegation decorum and insuring attendance of and approved payment to delegates.

Section 6. Delegates to Department convention must attend all regular scheduled meetings or surrender to the Alternate. If the delegate surrenders to the alternate, the alternate will become the Delegate for the balance of the convention. If the Delegate receives any money from the Unit, the Alternate will receive from the Delegate's fees, the pro-rated amount paid to the Delegate.

**ARTICLE VIII
FINANCE ISSUES**

Section 1. Unit elected Officers, consisting of the President, Treasurer, Secretary, and First Vice President are authorized to sign checks for the disbursement of funds from the Unit treasury. All checks MUST have two of the above signatures.

Section 2. The checkbook is to be turned over to the President or other assigned officer in the absence of the President when the Treasurer is leaving Brevard County for an extended period of time.

Section 3. 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.

Section 4. 50/50 and raffle ticket drawing and other games of chance are responsible for the oversight of the Treasurer.

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA
CHRISTOPHER SEITZ UNIT 344
Standing Rules
January 2023**

- A. Tickets will be sold prior to the drawing using the 2-sided tickets. One goes in the drawing barrel with the person's name and contact phone number. The 2nd goes to the buyer.
- B. Time of the drawing will be announced during ticket sales.
- C. Prior to drawing the winning ticket an announcement will be made to enable others to purchase tickets and to increase the pot.

Section 5. Unit credit, store, tax-exempt and discount cards, and storage unit key/code will be distributed at the discretion of the Unit President and/or the Unit Treasurer for the purchase of supplies for unit events or administrative use. The cards are to be used solely for unit-related purchases and are not to be used for personal purchases. All purchases are to have been previously approved at a unit meeting, on the unit budget, or in the unit standing rules. Any inappropriate use of the card(s) by anyone will cause for that person to no longer have access to the card(s).

Section 6. The unit Event Approval form must be used for all events, even when money is not distributed or collected. When there will be an expenditure of Unit funds, the amount (approximate amount is sufficient) must be indicated on the form when it is presented to the unit for approval. When the event chairman submits the completed form and receipts for reimbursement, all receipts must be attached, and the form completed in order, where indicated, to receive reimbursement. If the expended funds were not pre-approved by the membership, the member must be able to explain why they weren't approved prior to the event. It will then be at the discretion of the membership to approve the reimbursement of funds. If there is an overage of expenses, the chairman must be able to explain the difference prior to receiving reimbursement. The membership must then approve said overage.

Section 7. All funds received at Auxiliary fundraisers shall be managed as follows:

- A. Funds shall be counted by two (2) Unit members present at the fundraiser.
- B. Funds shall then be put into an envelope and sealed
- C. The envelope shall be marked with the total dollar amount enclosed, the date, and the name of the fundraiser.
- D. The envelope shall be signed by the two (2) unit members who counted the funds
- E. The envelope along with the approved event form will be given to the Unit Treasurer as soon as possible. If there is to be a reimbursement of funds, the receipts will be included.
- F. Treasurer will:
 - a. count and confirm the money received
 - b. review the Event form, approval, and receipts
 - c. process, event form, and funds accordingly. If there are any discrepancies, speak with the event chairman.
 - d. deposit funds as soon as possible.

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA
CHRISTOPHER SEITZ UNIT 344
Standing Rules
January 2023**

Section 8. Requests for reimbursement must be accompanied by an event form and sent to the Treasurer prior to the General Membership meeting. Treasurer will determine payment based on budget and prior approval and determine whether additional approval is needed by the membership.

**ARTICLE IX
MISCELLANEOUS**

Section 1. The outgoing President shall receive from the Auxiliary Unit a Past President's pin or a gift not to exceed \$100.00 and which is indicative of the unit's appreciation of her/his service.

Section 2. The President, Secretary, or Treasurer shall have keys to the Post Office box for retrieving the mail. Mail will, immediately, be delivered to the Post home and as soon as possible delivered to the addressees.

Section 3. A gift of \$25.00 will be given to the District President during the installation of new officers.

Section 5. Any member may be issued a Department Unit Guide, annually, at the expense of the Unit upon request.

Section 6. The fiscal year shall be the same as that of the Department, from July 1st thru June 30th.

Section 7. The Auxiliary year is the same as the fiscal year.

Section 8. The reporting year is from April 2nd to April 1st unless stated otherwise in a specific department program plan of action.

Section 9. The membership year is from January 1st to December 31st

Section 10. The unit will waive the unit portion of the dues for past and present members of the military for their first year as a member. Further waiving of dues will be addressed on a case-by-case basis.

Section 11. Officers and members at large will pass their official pin on to the next incoming person for installation of officers.

Section 12. Junior members graduating from Junior to Senior member will have their first year's Senior membership dues paid by the unit.

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA
CHRISTOPHER SEITZ UNIT 344**

**Standing Rules
January 2023**

**ARTICLE X
AMENDMENTS**

Section 1. These standing rules may be amended by a majority vote of the members present at a regular unit meeting.

Section 2. These standing rules shall be automatically amended to conform to the National and Department Constitution and By-Laws and Standing Rules of the American Legion Auxiliary.

**ARTICLE XI
APPROVALS**

These Standing Rules were read and approved at a General Membership meeting on 1/12/23

Approved By:

Rose Marie Hill Date: 1/12/23
Rose Marie Hill, President

Denice Hayes Date: 1/12/23
Denice Hayes, Secretary

Dorothy Walsh Date: 1/12/23
Dorothy Walsh, Unit Constitution and By-Laws Chairman