

**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.

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- 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

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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.

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- 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.

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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.

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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.

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**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.

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- 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.

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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.

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**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