

MAY 2 2 2026



Unit 382

STANDING RULES ELECTIONS

1. An annual meeting of this Unit shall be held each year, no more than ninety (90) days not less than fifteen (15) days prior to the Department Convention for the purpose of electing officers for the following year.
2. In January a Nomination Committee will be elected and shall consist of three (3) members in good standing and shall not include the Unit President.
3. Nominations will be submitted by voice at the General Membership meetings held in March, April and May. Nominees must be present to verbally accept their nomination. Candidates can except nominations in writing and submitted to a member of the nominating committee if they cannot be present.
4. The vote for nominated Officers will be by paper ballot vote during the May meeting. In order to vote members must have their current paid-up membership card and show the same card to the Sergeant at Arms prior to signing in to attend the meeting. No ballot card shall be given to individual membership until verification of membership card.
5. Once elections are completed, the newly elected officers do not officially take office until after installation. If installation is not held, the new officers will become effective July 1st. Until installation the new officers will work with outgoing officers in their positions for an easier transition.
 - a. In any event that requires a vote by private ballot, the ballots shall be securely stored for a period of 30 days, ensuring proper disposal thereafter.
6. The Membership Chairperson(s) will be appointed by the Unit President according to the rules described by the Department of Florida.
7. If nominated officers run unopposed the Secretary will declare the new officers.
8. All elections of officers and letters of endorsements shall be conducted by paper ballot vote by the membership. Ballots will be distributed and collected by the SGT-AT-ARMS. SGT-AT-ARMS and Secretary shall count and verify ballots and announce results.

DUES

1. The annual Senior membership dues of the Unit shall be \$45.00 starting year June 1, 2026 for membership year 2027 to include Department and National per capita. The annual dues of our Junior membership shall be \$5.00 to include the Department and National per capita. As National and Department dues increase the Unit dues will increase accordingly. Membership dues may also be paid for life. See membership chairperson(s) for information.

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

UNIT MEETINGS

1. The regular scheduled meeting of American Legion Auxiliary Unit 382, Inc, shall be held on the third (3rd) Wednesday of each month, unless otherwise specified and shall be called to order at 7:00 PM. An Executive Committee meeting shall be held on the third (3rd) Wednesday of each month, unless otherwise specified and shall be called to order at 6:30PM before the General Membership meeting. When gatherings for meetings are not possible, virtual meetings such as Zoom may be used to conduct business.

2. In the event the regular meeting falls on the eve of or on a holiday, the regular meeting shall be changed at the call of the President. In the event the Executive Committee meeting falls on the eve of or on a holiday, the meeting shall be changed at the call of the President. Membership will be notified at the meeting prior to the holiday or be notified via social media.

3. Seven (7) members of this Unit which shall include no less than five (5) officers, and two (2) chairperson(s) and/or members should constitute a quorum at any scheduled meeting of this Unit.

4. In unusual circumstances such as pandemic, hurricanes, etc. It is acceptable to have Unit business conducted virtually or electronically. Seven (7) Executive Members will constitute a quorum. All electronic motions, ie: Zoom, What's App etc are to be recorded by the Unit Secretary and read at the following General Membership meeting subject to audit.

5. Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written request of the members of the Unit. Members will be notified by the Unit by email, social media, text and/or website.

6. Annual reports from unit committee chairperson(s) to be compiled and sent to the District Chairperson(s) according to dates on the reports. This must be completed at least five (5) days prior to due date of the annual committee reports forms. Chairperson(s) will be notified by the Unit President at the regular meeting in March.

COMMITTEES

1. A nominating Committee, composed of three (3) members, shall be elected by the members, excluding the Unit President, for the purpose of presenting a slate of offices for the ensuing year. The committee shall have the permission of each candidate for an office to be presented by this committee. This committee is to form no later than the March General Membership meeting.

2. The Unit President for the purpose of auditing the Treasurer's accounts shall appoint an Auditing Committee that shall be comprised of three (3) members at large and/or general members. Unit President and Treasurer should be available at scheduled Audits for informative purposes. This shall be done quarterly and prior to the installation of new officers, or if deemed necessary by a member. A member of the Auditing Committee will give a report on audit/discrepancies at the next general membership meeting following each audit.
 - a. The Secretary, along with the Treasurer shall maintain a Book of Motions which shall track every motion made by the Unit at every meeting to include what-app motions. An audit of motions shall be conducted prior to Units close of books.
3. A Budget committee composed of three (3) members at large, and the Unit Treasurer. If a member at large is unavailable the additional member shall be appointed by the President for the purpose of presenting a budget for the ensuing year. This must be completed withing thirty (30) days of installation.
4. The AEF committee will be composed of the following: Chairperson(s), who is appointed by the Unit President, Unit Treasurer, two (2) Members At Large and one general member nominated by the Chairperson.
5. In addition to the Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, Public Relations.
6. Unit Chairperson(s) should familiarize themselves with the responsibilities of the committee they are being appointed to. Once Appointed chairperson(s) will be strongly encouraged to utilize resources provided annually by the Department of Florida's workshop whereas Department Chairperson(s) introduce instruction on Program actions plans and school of instructions held within the District by the District Chairperson(s) instruction of Program Action Plans. Chairperson(s) are required to develop a program action plan and be prepared to offer a short report at General Membership meetings with request of funds, reports of monies raised, and any events scheduled that impact the committee they chair. Chairperson(s) are encouraged to have a co-chair and invite unit members to participate on their committee. Chairperson(s) shall be responsible for tracking and other data that serves said committee, ie: miles, donations, hours and will provide yearend reports and/or photos no later than April 1st each administrative year.

DUTIES AND POWERS OF OFFICE

1. When deemed necessary, a Recording and Corresponding Secretary may be appointed to carry on the duties normally performed by the Unit Secretary.
2. The office of the Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

3. 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 will maintain a General Fund with a specific line item for Poppies. All Poppy donations will be collected and shown on the Poppy line item in the General Fund. All donations from Poppy sales are used to assist the Veteran and his/her family. The Treasurer shall keep an account of the receipts and expenditures, making an annual report thereon and such other reports and may be deemed necessary by the Unit Executive Committee. The accounts shall be audited quarterly. All current bills shall be paid before transferring all funds, books, vouchers and papers belonging to the Unit to the successor.

UNIT CHAPLAIN

1. Greeting cards will be sent to all members who are sick, who have a death in their family, etc.
2. Chaplain and/or the Co- Chaplain or another Unit Officer shall oversee Draping the Unit Charter upon notification of the death of a member. The Charter shall remain draped during the period of mourning as described in the Unit Manual of Ceremonies. (30 days)
3. In the absence of the Unit Chaplain and/or Co-Chaplain, the Unit President shall appoint an Acting Chaplain as needed.

HISTORIAN

1. Historian shall be responsible for taking pictures of all Unit Function. Historians must have a written report on all Unit activities and must post all pictures of all events on the Unit Facebook page. The Unit Historian shall be responsible for keeping a photo album reflecting the activities for the year.

EXPENDITURES

1. Unit elected officers consisting of President, Treasurer and one other officer at the discretion of the Treasurer are authorized to sign checks for disbursement of funds from the Unit Treasury. All checks MUST have two of the three above signatures.
2. All Department obligations shall be paid when due. Any bills not previously approved in the yearly budget will be approved at the regular meeting before checks are issued, all monthly bills will be paid by the Unit Treasurer when they are due.
3. The President may, at their discretion, with two executive committee members approval spend funds not to exceed \$500.00 for Auxiliary related expenses within the fiscal year. Other examples: veteran's or community service projects.
4. Assigned officers from the Unit are authorized to purchase necessary office supplies, not to exceed \$200.00 as outlined in the budget for Unit business. To receive reimbursement all receipts must be submitted to the Treasurer within 7 calendar days of receipt.
5. The Unit checkbook and all issued debit cards shall be always kept in the Safe in Unit office. Combination of the safe shall be changed upon installation of new officers.

CONVENTIONS-CONFERENCES, ETC

1. Workshop- If funds are available, the Unit will pay hotel expenses for two (2) of the following: the President and Vice President (or the next officer in succession) to attend the Department Workshop. Should none of the officers be able to attend, the membership shall elect another representative to attend the Workshop. The workshop would include two-nights hotel accommodations. Attendees will furnish the Unit with a written report at the next General Membership meeting and share what was learned. If the attendee cannot attend the next meeting their report can be forwarded to the secretary to read in their stead. If they are not furnished to the Unit, all monies received by the attendee(s) must be returned to the Unit.

2. Summer Convention- If funds are available, the Unit will pay for the number of delegates and/or alternates specified by voting strength to attend the Annual Department Convention. The Units membership shall nominate and elect delegates/attendees, excluding President and 1st Vice President as they will not require a nomination. Nominations should consist of the Units Officers and/or Chairperson(s). If members of the E-Board and/or Chairperson(s) do not fill the available slots, then any member of the Unit in good standing shall be nominated/elected to attend. Elections for delegates to attend Convention will be held after the Unit officer elections in May. All representatives that are voted on to attend will then need to write a check to the Unit for \$100.00 by the 1st day of June to hold their spot. Checks will only be cashed if the representative does not attend the convention. The Unit will pay for accommodation not to exceed four (4) nights lodging not to exceed \$2000.00. If arrangements are less than \$2000 attendees may turn in receipt for gas/food. All receipts must be presented by the 1st of the following month to receive reimbursement. The attendees will then furnish the Unit with a written report at the next General Membership meeting and share what was learned. If the attendee cannot attend the next meeting their report can be forwarded to the secretary to read in their stead. If they are not furnished to the Unit, all monies received by the attendee(s) must be returned to the Unit.

a. The Unit shall pay the registration fee for those Delegates attending Department Convention.

3. Fall Conference- If funds are available, the Unit will pay for rooms for attendees of Annual Department Conference. The Units membership shall nominate and elect delegates/attendees, excluding President and 1st Vice President as they will not require a nomination. Nominations should consist of the Units Officers and/or Chairperson(s). If members of the E-Board and/or Chairperson(s) do not fill the available slots, then any member of the Unit in good standing shall be nominated/elected to attend. The elections for attendees will be held at the October general membership meeting. All representatives that are voted on will then need to write a check to the Unit for \$50.00 by the 1st of November to hold their spot. Checks will only be cashed if the representative does not attend the conference. The Unit will pay for accommodation for three (3) nights lodging not to exceed \$2000.00. After lodging is paid members may turn in receipts for gas/food with leftover funds. All receipts must be presented by the 1st of the following month to receive reimbursement. The attendees will then furnish the Unit with a written report and a class attendance sheet (provided by the Unit) at the next General Membership meeting and share what was learned. If the attendee cannot attend the next meeting their report can be forwarded to the secretary to read in their stead. If they are not furnished to the Unit, all monies received by the attendee(s) must be returned to the Unit.

4. No rooms shall be used as Hospitality Suites unless pre-approved by General Membership.
5. All Delegates to the District Constitutional Conference shall be elected prior to the Conference.

MEMBERSHIP APPLIATIONS

1. Any widow/widower or daughter/granddaughter of a deceased Veteran applying for membership must provide the following: Death Certificate, DD-214 (or other proof of service), marriage and birth certificates if names do not match. All copies must be kept in a file.
2. All membership transfers must be vetted with their previous unit and must be a member in good standing. Any member transferring from another unit not in good standing shall be subject to submitting required documentation for eligibility (see section 1). Any member transferring from Unit 400 will provide required documentation for eligibility (see section 1). Member transfers must be voted into membership at a general membership meeting.

AEF

1. AEF- The purpose of this committee is to provide Unit 382 members with the ability to receive emergency financial assistance when the members cannot apply for Department or National assistance due to time constraints, eligibility (years of consecutive membership), or qualifying expenses. ie: plane tickets to go to a family member in need, gas card, etc.
2. All members in good standing will be eligible to ask for assistance. No member may ask for assistance if they have received assistance within the past 12 months.
3. If funds are available with approval of the committee the unit can help, not limited to food, utilities, gas cards, and other expenses incurred due to family emergencies or financial hardships. No checks will be disbursed to the member. The unit will directly pay for the expenses or take members to purchase their needed items. Credit Card debt is not deemed an emergency and will not be approved. All decisions are on a case-by-case basis.

MISCELLANEOUS

1. The In-Coming President shall decide on the type of dress to be worn for the Installation of Unit Officers.
2. Auxiliary members attending General Membership meeting must sign in on the sign-in sheet. Attendance records will be kept by the Unit Secretary.
3. Unit members attending regular or specially called meetings will dress appropriately. Disruptive behavior will not be tolerated by any attendee, and they may be escorted out of the meeting.
4. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.
5. The Secretary should post meeting minutes in the conference room 14 days from meetings.

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

X _____

Unit President -- Tracy Bragg

X _____

Unit Secretary - Kim Hester