

## **STANDING RULES - American Legion Auxiliary Paul W. Airey Unit 392, Inc.**

**Meetings:** The regularly scheduled meeting of American Legion Auxiliary Paul W. Airey Unit 392, Inc. shall be held on the **2nd Tuesday of each month**, unless otherwise specified and shall be called to order at **6:30 pm**. Meetings are to be held at American Legion Post 392, 535 Oak Ave.

An Executive Committee meeting shall be held each month based on the convenience and needs of the current Executive Committee each year.

All meetings of this Unit are considered 'open' and any member or guest is welcome to attend, however, only members have a vote and no one has a voice unless recognized by the Chair.

Meetings may be canceled upon short notice when an emergent situation arises, and notice is provided to members via social media post and email. Emergent situations can include but shall not be limited to more than three board members absent, inclement weather, unavailability of meeting space, sickness/illness of multiple board members, etc. Meeting cancellations will be decided upon by the eBoard with immediate notification sent out via email and social media.

**Quorum:**       General Membership meeting = five (5) members  
                    Executive Committee meeting = a majority of the members

**Amendments:** These Standing Rules may be amended by a two thirds vote of the members present at a regular Unit meeting, or, if notice has been given, by a majority vote.

**Dues:**   **A.** The annual Senior membership dues of the Unit shall be **\$45.00** to include Department and National per capita. The annual dues of the Junior membership shall be **\$12.00** to include the Department and National per capita.

**B.** New members applying for membership during the months of July and August and September will be asked to pay the current membership dues for the current year and then offered the opportunity to pay the per diem only portion of the next year's membership. Per diem being the National and Department per capita expense.

**Disbursement of Funds:** Unit elected Officers consisting of President, Treasurer and 1st Vice are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.

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.

Unit 392 banks at Regions Bank in Panama City.

Unit 392 has elected to have a debit card that remains with the President, First Vice or Treasurer. All purchases must have a receipt, expense report and reported at the monthly meeting.

***Powers and duties of Officers - Expanded per Unit custom:***

**President:** Shall have discretionary spending authority up to \$500.00 every month between meetings. The expenditure must be of an emergency nature and must be accounted for at the next regularly scheduled meeting.

**Vice President:** Perform other such duties as may be required by the President as well as:

- The First and 2 Second Vice President shall chair a standing committee – to be appointed by the President

**Secretary:** Perform other such duties as shall be required of her by the President to include:

- Record the minutes of the meeting and shall present them to the Unit membership in draft form via email from the official email account (alaunit392@gmail.com) for approval at the next meeting (the minutes must be read in full if not received by email or if is requested at the next meeting).
- Record financial motions at the meeting to assist Treasurer
- Track and record Volunteer hours and assist with end of year reporting
- Ensure that an Email goes out each month to Unit members when the Department Communique has been published on the Department website at [www.alaf1.org](http://www.alaf1.org).
- Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary with such duties assigned to each by the President.
- The office of Secretary may be combined with that of Treasurer and called "Secretary/Treasurer."
- When deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.

**Treasurer:** Perform other such duties as shall be required to include:

- File the annual 990EZ online IRS document by the required due date but no later than December 15th and forward a copy to the Department of Florida office.
- File the annual renewal documents for the Unit Incorporation paperwork by the required due date but no later than May 1st.
- File the necessary paperwork with the Florida Department of Agriculture Department of Consumer Affairs by the required due date but no later than December 8th.
- Work with the Budget Committee and ensure payment of Department of FL Obligations (invoiced by Department) in a timely manner.
- Make donation payments, when possible, on the Funds Transmittal sheet through the Department of FL office. It is customary to donate at least \$1.00 (when possible) to all the charities on the Transmittal sheet form. These funds must be reflected in the Budget and must be to Department by April 30th each year.

**Chaplain:** Perform other such duties as shall be required to include:

- Will be given a budget to purchase get well cards and/or a small token gift for those members that are in need.
- Will, when possible, contact sick or infirm members via phone, visit in the hospital or send a card.

**Historian:** There shall be a budgeted amount for the compilation of a Unit History book.

**Sergeant at Arms:** The Sgt at Arms (and/or Asst Sgt at Arms) will be responsible for setting up the meeting room each month and also be responsible for staying current on Flag etiquette and ensure it is followed at all meetings. Will make sure the signup sheets are set up and the Preamble is distributed prior to the meeting and perform other host duties as required by the President.

***Committees:***

***Section 1:*** The immediate Past President of this Unit shall be a member of the Executive Committee of this Unit and have full voting powers.

***Section 2:*** A nominating committee composed of three (3) members shall be elected annually at a meeting duly called for that purpose, for the purpose of presenting a slate of Unit officers for the ensuing year.

**a.** The nominating committee shall post a list of positions in the Unit and their duties in March for the purpose of self nominations. These shall be read at the March meeting.

**b.** The nominating committee shall encourage participation and scout candidates for leadership positions.

**c.** The nominating committee shall elect a chairman and that chairman will run the election.

**d.** The nominating committee should have paper or printed ballots available for the election.

***Section 3:*** An audit committee composed of three (3) members shall be appointed by the President annually for the purpose of auditing the Treasurer's accounts at the close of each term, and making a report of the audit to the Unit.

**a.** The audit committee should accomplish, if possible, the audit within thirty (30) days of the election of a new Treasurer.

**b.** The audit committee shall at least ensure that the bank account is balanced and that all checks issued correspond with motions made and passed in the minutes.

***Section 4:*** A Budget committee composed of three (3) members shall be appointed by the President annually for the purpose of presenting a budget for the ensuing year.

**a.** The budget committee should compile the budget for presentation to the membership, as soon as possible but no later than August.

**b.** The budget committee should use past budgets as well as the incoming President's agenda to build the current year's budget.

***Section 5:*** The President shall appoint a Unit member to be the representative to the American

Legion Post 392 Entertainment Committee to ensure Auxiliary Unit events are put on the Calendar and that meeting room and/or pavilion facilities are reserved. This person will report back to the Executive Committee and General Membership about upcoming calendar events. This person should be kept up to date on long term Auxiliary plans and should be able to make decisions for the Auxiliary at the meetings.

**Section 6:** The President shall appoint an American Legion Liaison that will attend the American Legion Post 392 Executive Board meetings and American Legion Post 392 General Membership Meetings to ensure Auxiliary Unit 392 events and projects are communicated to the Legion. This person will report back to the Executive Committee and General Membership about upcoming Legion events and projects.

**Section 7:** The President shall appoint an American Legion Rider (ALR) Liaison that will attend the American Legion Rider meetings to ensure Auxiliary Unit events and projects are communicated to the ALR. This person will report back to the Executive Committee and General Membership about upcoming Legion events and projects. This person should be an active member of the American Legion Riders if possible.

**Section 8:** There shall be the following standing committees appointed by the President: Veterans Affairs and Rehabilitation, Children and Youth, Americanism, National Security, Education, Constitution & Bylaws, Audit, and any other committee the Unit deems necessary.

a. It is customary for this Unit to also participate in Community Service, Auxiliary Emergency Fund and Girls State each year.

b. Each year it shall be the duty of the President to ensure that the annual Plans of Action are received from the Department of FL website at [www.alafl.org](http://www.alafl.org) and at the planning meeting of the Executive Committee that the work that can be accomplished should be selected and the committees and duties assigned.

### ***Bank Account:***

**Section 1:** The President, 1st Vice President and Treasurer will be signers on the bank account.

**Section 2:** Upon elections, the old Treasurer and all new signers must immediately ensure that the bank account is updated (the bank requires the minutes of the meeting electing the new Officers).

**Fiscal Year:** The Fiscal year of the Paul W. Airey American Legion Auxiliary Unit 392 will be from July 1st to June 30th, the same as the Department of Florida.

### ***Installation (and start of new administrative year):***

**Section 1:** Newly elected officers will assume their responsibilities immediately the night of the election with the transition of paperwork and records occurring as soon after as possible but no later than thirty (30) days. It is encouraged that all Unit records be brought to the Election meeting to facilitate the exchange.

**Section 2:** Scheduling installation of Officers by the 1st District Auxiliary President will be the

responsibility of the OUTGOING President of the Unit. She shall coordinate the date as soon after Department Convention as is possible.

**Section 3:** The OUTGOING President of the Unit should coordinate with the Post 392 Commander of the American Legion and Commander of the Son's of the American Legion to discuss the Auxiliary's portion of costs associated with food, decorations, etc. (this cost should be reflected in the Unit Budget).

**Section 4:** It is customary for the Unit to purchase a Past President's pin and parting gift for the outgoing President (this cost should be reflected in the Unit Budget). It is the OUTGOING President's duty to assign this duty. These items will be presented during the Installation Ceremony.

**Section 5:** It is customary for the Unit to purchase a token gift to the Installing Officer not to exceed the budget amount of \$100.00. It is the OUTGOING President's duty to assign this duty.

#### ***Convention/Fall Conference/District Meetings:***

**Section 1:** The Unit will pay the registration fee (as designated by Department) for Delegates and Alternates to Department Annual Convention (this should be reflected in the Unit Budget).

**Section 2:** The Unit will, if possible, pay for up to 2 hotel rooms for the Delegate and Alternate to Department Annual Convention and Department Fall Conference (this should be reflected in the Unit Budget). Delegates must attend breakout sessions as well as the General sessions to receive reimbursement.

**Section 3:** The Unit will, if possible, pay for gas expenses for travel to District Meetings (this should be reflected in the Unit Budget). Attendees should make a report at the next regular Auxiliary meeting to receive reimbursement.

#### ***Communication:***

**Section 1:** The official Communication vehicle for this Unit will be Email. The Unit shall maintain an email address that is: [alaunit392@gmail.com](mailto:alaunit392@gmail.com)

**a.** All OFFICIAL communication will be via Email. Official notification of meetings, events, etc. shall be via Email and not Facebook.

**b.** The President of the Unit shall maintain the email account as Administrator. There should be one other person that has access as an administrator and it is suggested that it be 1st Vice President but must be an elected member of the Executive Committee.

**c.** The Membership Chairman is responsible for ensuring new member emails are given to the Email administrator to be added to the email account. ii. The Secretary is responsible for ensuring official correspondence is documented from the Email account.

**Section 2:** The Unit shall maintain a social media account on Facebook that is: American Legion Auxiliary Unit 392 Panama City Florida.

**a.** The Social media account will be a place to share Auxiliary photos, advertise Auxiliary events, and share veteran related information.

**b.** The President of the Unit shall maintain the facebook account. There should be one