

STANDING RULES PALM BAY UNIT 394

American Legion Auxiliary
396 Cogan Drive SE
Palm Bay, FL 32909

October 3, 2023

UNIT MEETINGS

The regular meeting of the American Legion Auxiliary, Palm Bay Unit 394 Inc. shall be held on the 1st Tuesday of each month, unless specified otherwise. Meetings shall be called to order at 7:00 p.m.

An Executive Committee meeting shall be held on the last Tuesday of the month, unless specified otherwise. Meetings shall be called to order at 7:00 p.m.

Ten (10) members including Officers of this Unit shall constitute a quorum at any regularly scheduled Regular, Executive Committee or Special meeting. Officers may participate by Zoom meetings in Emergency situations.

All Executive Committee, Regular & Special meetings will be recorded digitally.

OFFICERS

Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed by the President to carry on the duties normally performed by the Secretary.

Additions to 1st Vice President duties are to include doing the Auxiliary membership and filing of all membership applications. New member initiation process.

Changes to 2nd Vice President duties are Entertainment. 2nd Vice will participate in Post Event Planning Committee and will oversee all relevant Committees, Fund Raising, Decorating etc.

We will be adding a 3rd Vice President Officer position. The main function will be Kitchen duties, cooking, serving, planning, organizing, preparing cost analysis and representing ALA Unit 394 in all matters. In addition, this individual will be tasked with mentoring and following established procedures working with other American Legion 3rd Vice Presidents.

The Secretarial position will now be an Officer position and as such will be voted in by members at the annual election.

Get well & Sympathy cards will be sent to members and/or their families by the Unit Chaplain.

Unit Historian will prepare a book for inclusion in Department Award. The book will be a written & photographic account of what transpired at our Unit during the year. Must include names of members and titles, if they are Officers.

Installation of Officers will coincide with installation of the Unit's Post home officers.

The Unit shall provide a Unit Guide for each Officer at the beginning of the Fiscal year.

Officers are required to wear ALA red collared shirt when attending ALA meetings.

Each member is requested to track their volunteer hours monthly, in kind donations and financial donations. Keep a file as this information will be requested.

Any processes, applications, websites created for use by ALA Unit 394 are the sole property of the ALA Unit 394. Any passwords, log-ins, etc. must be given to President upon creating or updating or when requested by President.

The Office of President will be voted on yearly. This office can be held by the same individual, without limit to the number of consecutive years in the Office.

The President is the leader only. All activities, events and expenditures are to be decided by the Membership.

DUES

The annual Senior members dues of the Unit shall be \$40.00 to include Department and National per capita. The annual dues of the Junior members shall be \$4.25 this is the fee for Department and National per capita. At this time, our Unit will pay for all Junior members.

ELECTIONS

Any member in good standing may choose to be a candidate for any Office within the Unit.

A Nominating Committee composed of any three (3) members, shall be elected by the members for the purpose of presenting a slate of officers for the ensuing year. You do not have to be nominated to have your name put on the ballot. The Committee shall request permission from each candidate to place their name on the ballot. This Committee is to form no later than three (3) months prior to election.

Candidates for office must let Nominating Committee know of their decision to be included on the ballot. Ballots will be prepared within 36 hours of election. There will be no last minute write in candidates.

An annual meeting of the Unit shall be held not more than ninety (90) days nor less than fifteen (15) days prior to the Department Convention for the purpose of electing officers.

There will be two (2) regular meetings set for nominations (Feb & March) before voting in April with a 30 day notification of election.

Elections are in person only with current membership in hand. No voting without Membership Card. There is NO proxy voting.

Voting will be by ballot. A majority of the votes cast shall be necessary to elect. When there is only one candidate for a position, no vote is necessary for that position. In the event of a tie, the President can then cast their vote.

Ballots will be destroyed immediately after election.

All Members are considered eligible to vote if they have paid their dues one day prior to election and have their card in their possession to show as evidence to vote.

DELEGATES and ALTERNATES

Two Delegates to the Department Convention shall be elected at a Unit meeting not less than two (2) weeks prior to the Convention.

There will be one hotel room booked and paid for by ALA Unit 394. This room will have 2 beds. 2 Delegates will be expected to share the room for Department Convention, with attendance verified by Unit President or another Officer attending in their place. Attendance at meetings/workshops is required for any paid expenses. Non-attendance at the meetings will require reimbursement of funds to the Unit. The Executive Committee has the responsibility for enforcement.

COMMITTEES

In addition to the Core Committees listed in the Bylaws the Unit shall have the following Committees: Community Service, Education, Girls State, Leadership, Ways & Means, Budget, Audit, Poppy's and Public Relations.

All Officer & Committee Chairmen are to submit reports when requested by President. Each Officer and Chairman is required to keep a file containing a record of the activities of the Committee during the year.

MEMBERSHIP

New member initiation will include a packet of information, a small flag and an American flag pin.

TREASURY

Unit elected Officers consisting of Three (3) Officers are authorized to sign checks for disbursement of funds from the Unit Treasury. These officers are President, 1st Vice President & Treasurer. All checks MUST have two of the three above signatures.

All accounts opened at any bank or designated depository shall be in the name of the American Legion Auxiliary, Palm Bay-Unit #394, Palm Bay, Florida.

All funds or collections of monies for Palm Bay Unit 394 shall be turned over to the Treasurer and deposited into the Unit account immediately. In addition, all expenditures must be immediately turned over to Treasurer so they can close out event. Any expenditures not turned in to Treasurer after 3 days of event, will be considered a donation.

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.

A Budget & Planning Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the President. The Committee will create the yearly plan & the budget will be prepared by the Committee. Budgets will be based on the income from membership using the percentages as identified in the ALA Unit Guide Book (2022). The final budget will be presented by the Committee Chairperson for member acceptance no later than the August meeting.

An Audit Committee consisting of three (3) members (not signers on the bank account), including the Unit Treasurer, shall be appointed by the President. This Audit Committee will meet quarterly.

Treasurer will present the monthly financials from one day after membership meeting up to and inclusive of the next month's meeting date. Accounting will be in the form of spreadsheet & financial worksheet.

President has discretionary funds to spend up to \$200 without membership approval as necessary for the betterment of the Unit, no more than 3 x per year.

CHAIRMEN

All Chairmen shall be appointed by the President.

Funds shall be designated to Chairmen of any Committees as necessary (for specific projects) with approval of the membership.

GENERAL

If active members are in the Post on General meeting nights, they must attend the meeting.

No alcoholic beverages in meetings.

No discussion of any ALA business at the bar.

DISCIPLINE

The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

Written complaints will be handled within 30 days of receiving complaint.

For conduct improper or prejudicial to the welfare of the Auxiliary or of The American Legion, any member may be expelled from membership or any Officer removed from office by two thirds (2/3) vote at a Unit meeting duly called for that purpose. Said expulsion or removal shall be binding only in the event said member or Officer shall have been given fifteen (15) days' notice in writing by the Unit Executive Committee, of the charges and the hearing thereon.

AMENDMENTS

Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting, or if notice has been given, by a majority vote.

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

ON October 3, 2023

x Berthran Myczkowski
Unit President

x Meria Raymond
Unit Secretary

x Meria Raymond
Constitution & Bylaws Chairman

x _____
Approved by Dept. Constitution & Bylaws Chairman

x _____
Date