

MAR 17 2025

STANDING RULES PALM BAY UNIT 394

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

December 3, 2024

UNIT MEETINGS

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

The Executive Committee meeting will be held on the last Tuesday of the month, unless specified otherwise. Meetings will be called to order at 6:00 p.m.

Ten (10) members including Officers of Unit 394 will constitute a quorum at any regularly scheduled Monthly Unit Meeting. Officers may participate by Zoom meetings in Emergency situations.

The Executive Committee, Regular, and Special Meetings will be recorded digitally, if requested.

All meeting notices will be sent via email to leadership and Unit members.

OFFICERS

General

The Unit will provide a Unit Guide for each Officer as available.

Officers are required to attend all Unit and Executive Committee Meetings. If an officer is unable to attend, they must notify the Unit President.

Officers are required to wear ALA red collared shirt when attending ALA meetings and/or events unless advised by the President.

Unit President

The Unit President duties are to preside over all meetings of the Unit and the Unit Executive Committee Meetings. They will enforce observance of the Constitution and Bylaws and Unit Standing Rules. They will appoint members of standing committees and create such other committees as deemed advisable. The Unit President will appoint the Unit Secretary, Membership Chairperson, Unit Kitchen Chairperson, and Committee Chairpersons. They will recommend replacement for any vacant Unit Leadership positions to Executive Committee for review and approval. They will perform other such duties as custom and parliamentary usage requires.

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

The Unit President is required to keep a file containing a record of their activities during the year.

1st Vice President

The Unit 1st Vice President duties are to be familiar with all duties of the Unit President. They will replace the Unit President should they become unavailable, or their office is vacated. They will have a thorough understanding of the duties of all officers, programs planned by the Unit Committee members, and membership processes. They will oversee all unit committees.

The Unit 1st Vice President is required to keep a file containing a record of their activities during the year.

2nd Vice President

The 2nd Vice President duties are entertainment and event planning of ALA Unit 394. They will participate and attend monthly Post event planning meetings. They will oversee the Public Relations Chairperson and committee, and all social media. Should Public Relations Chair be vacant, 2nd Vice President will handle all Public Relations activities, including social media.

The Unit 2nd Vice President is required to keep a file containing a record of their activities during the year.

Treasurer

The Unit Treasurer duties are to receive all monies belonging to the Unit by using established procedures, collect and deposit funds into bank account once a week, disburse funds in a timely manner, reconcile bank statements monthly, and prepare end of year statement. They are a signatory on the American Legion Auxiliary, Palm Bay Unit 394, checking account. Their bonding fee will be paid by the Unit. They will maintain two (2) separate funds, namely a General Fund and Poppy Fund. They complete all yearly compliance updates for IRS 990N, Florida Department of Corporations, Annual Reports & Year of Renewal, Articles of Amendment, Department of Agriculture Permit, Tax Exempt Certificate & Expiration Date, Quotas Paid, and any other legal documents so that the Unit can conduct proper business. They are responsible for ensuring that all appropriate tax forms are completed and filed in a timely manner (if applicable). They will keep an accounting of the receipts and expenditures, making an annual report and such other reports deemed necessary by the Unit Executive Committee. The Unit account will be audited every three (3) months. The Treasurer will make sure all current bills are paid before transferring all funds, books, vouchers, and papers belonging to the Unit to their successor.

The Unit Treasurer is required to keep a file containing a record of their activities during the year.

Chaplain

The Unit Chaplain will offer prayers at Unit meetings, Unit events, and when called upon. They will follow duties as indicated in the Unit and National Guidebook, when necessary. They will reach out to sick members in the hospital, nursing homes or their residence. They will send Get Well and Sympathy cards to members and/or their families. They will drape the Unit Charter in the event of a member's death. They will notify Department of any deceased members monthly. They will notify the Legionnaires of a member's illness or death, so their name can be listed on the prayer board. They will report illnesses, deaths, and cards sent to members at Regular Monthly Meetings.

The Unit Chaplain is required to keep a file containing a record of their activities during the year.

Historian

The Unit Historian will be present at all Unit events or have a designated alternate attend to document events. They will prepare a book of written and photographic accounts of all activity at our Unit during the year. This book will be sent for inclusion in the Department Award and must include names of members and titles if they are Officers.

The Unit Historian is required to keep a file containing a record of their activities during the year.

Sergeant-at-Arms

The Unit Sergeant-at-Arms duties are to prepare a room for Unit meetings, check membership cards, perform POW Ceremony, and perform such other duties as requested.

The Unit Sergeant-at-Arms is required to keep a file containing a record of their activities during the year.

Executive Committee

The Unit Executive Committee Board Members at Large will consist of three (3) Members-at-Large and a Past President (if applicable).

All members of the Unit EC are required to keep a file containing a record of their activities during the year.

Secretary

The Unit Secretary will be appointed by the Unit President. Their duties are to attend all meetings of the Unit and the Unit Executive Meetings, take notes of all motions, recommendations, and actions taken by the Unit, prepare minutes of all meetings with copies given to President, Treasurer, and Historian, maintain roll call of Officers at meetings, receive and reply to correspondence as directed by the Unit President, present correspondence to the Unit at meetings, complete and send Certificate of New Unit Officers to Department after annual election of Officers, complete and send Unit Chairperson List to Department, and notify Department of any changes or corrections to Unit Officers or Unit Chairperson List.

The Unit Secretary is required to keep a file containing a record of their activities during the year.

Membership Chairperson

Unit Membership Chairperson will be appointed by the Unit President. They will be responsible for keeping Unit membership up to date, new and renewed. They will be available to update all membership once per week.

New member initiation will include a packet of information, a small flag, and an American flag pin. The Membership Chairperson will be responsible for handling all new member packets.

The Membership Chairperson is required to keep a file containing a record of their activities during the year.

MEMBERSHIP NEW/TRANSFERS

All applications for new and transfer membership shall be announced at the regular Unit meeting following the making of such an application. The transfer applications shall be voted on and accepted, rejected, or referred to for further investigation and consideration at the same meeting, whereas new members shall be announced to the membership at such meeting.

During the meeting, should anyone who personally knows the transfer applicant can make a statement in support of either acceptance or denial of the applicant. The vote can be either oral or ballot. Majority rules. Applicants should not be present during the vote. The requesting member shall be notified by the President and Membership Chairperson as to the outcome of their application.

The Executive Committee can vote on transfer members if there is not a quorum at a regular scheduled meeting.

Any applicant that has been denied membership cannot be reconsidered or resubmitted for a period of six (6) months. The person making application will be notified, in writing from the President and Membership Chairperson that their request has been denied.

Any member who transfers out of the unit to another unit for any reason other than moving to a new location, will not be eligible to transfer back into the unit for a period of one (1) year upon applying for the transfer or from the date of transfer. Any accepted member who transfers to our unit, who may have a current disciplinary action under another unit will fulfill such action at Unit 394.

DUES

The annual Senior members' dues of the Unit will be \$40.00 to include Department and National per capita. The annual dues of the Junior members will 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

A Nominating Committee composed of any three (3) members will be elected by the members at the January Unit meeting. The purpose of the Nominating Committee will be to present a slate of officers for the ensuing year. The Committee will request permission from each candidate to place their name on the ballot. This Committee is to be formed no later than three (3) months prior to election.

Any member in good standing may choose to be a candidate for any office within the Unit. Candidates for office must let the Nominating Committee know of their decision to be included on the ballot. Ballots will be prepared within 36 hours of the election. There will be no last-minute write-in candidates. You do not have to be nominated to have your name put on the ballot, self-nominating will be accepted.

An annual meeting of the Unit will 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 (February & March) before voting in April with a 30-day notification of election.

Elections are in-person with the 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 will 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 the election.

All Members are considered eligible to vote if they have paid their dues by 6:00 pm one day prior to election and have their card in their possession to show as evidence to vote.

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

DELEGATES AND ALTERNATES FOR CONVENTION

A minimum of two (2) Delegates to the Department Convention will be elected at a Unit meeting not less than two (2) weeks prior to the Convention.

There will be at least one hotel room booked and paid for by ALA Unit 394. Said room will have two (2) beds. Two (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 Unit 394. The Executive Committee has the responsibility for enforcement.

COMMITTEES

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

Committee Chairpersons are to submit reports quarterly and/or when requested by President. Each Officer and Chairpersons are required to keep a file containing a record of the activities of the Committee during the year.

UNIT EMERGENCY FUND

Any request for emergency financial assistance directly from Unit 394 will be made to the AEF Chairperson who will bring it directly to the Unit President and the Executive Committee for Consideration.

Any assistance approved shall be paid directly to a creditor(s) as needed. (NOTE: The Unit AEF Chairperson should proceed to have Department and National AEF Applications completed, if necessary).

Raise money by 50/50s, fundraisers and donations.

All requests are to remain confidential.

Based on the need, the Auxiliary can, at its discretion, elect to pay a member's dues for the current year.

PAST PRESIDENT MEMBERSHIP

The Unit will pay membership dues for Past Presidents until they are deceased, after their final Presidential term. Such membership must remain at American Legion Unit 394. Paid membership will not transfer to another Unit.

TREASURY

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

All accounts opened at any bank or designated depository will 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 will be turned over to the Treasurer and deposited into the Unit Account immediately. In addition, all

expenditures must be immediately turned over to the Treasurer so they can close out the event. Any expenditure not turned in to the Treasurer within 3 days of an event will be considered a donation.

All members responsible for Unit funds will 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, will be appointed by the President. The Committee will create the yearly plan and 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 Guidebook (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, will be appointed by the President. This Audit Committee will meet quarterly.

The 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 a spreadsheet & financial worksheet.

President has discretionary funds to spend up to \$200.00 without membership approval as necessary for the betterment of the Unit, no more than three (3) times per year.

CHAIRPERSON(S)

All Chairpersons will be appointed by the President.

Funds will be designated to a chairperson of any committees as necessary (for specific projects) with the approval of the membership, other than those noted in the approved annual budget.

GENERAL

Each Unit 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, logins, etc. must be given to President upon creating or updating or when requested by President.

No alcoholic beverages in meetings.

No discussion of any ALA Unit business at the bar.

DISCIPLINE

The Code of Ethics will guide the Unit as published in the National Auxiliary Standing Rules on pages 22-28.

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

For conduct improper or prejudicial to the welfare of the Auxiliary or of the American Legion, any member or Officer may be suspended and/or expelled from membership, or any Officer removed from office pursuant to ALA Unit 394's Disciplinary Procedures.

Sensitive Auxiliary business will not be discussed publicly outside the Auxiliary meeting. Leadership will advise what topic is sensitive business. Members found to be in violation of this rule will be subjected to the following disciplinary actions:

1. First Offense – Verbal warning
2. Second Offense – Written warning
3. Third Offense – Written up/suspended for conduct unbecoming as outlined in Code of Conduct and disciplinary procedures.

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 WILL REPLACE STANDING RULES DATED MARCH 5, 2024. THEY WERE READ, VOTED ON, AND APPROVED AT OUR REGULAR UNIT MEETING ON December 3, 2024

X Barbara Myczkowski
Unit President

X [Signature]
Unit Secretary

X Jennifer Joseph
Constitution & Bylaws Chairperson

X _____
Approved by Dept. Constitution &
Bylaws Chairperson

X _____
Date