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STANDING RULES PALM BAY UNIT 394

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

March 3, 2026

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 otherwise specified. Meetings will be called to order at 7:00 p.m.

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

Seven (7) members of the Unit shall constitute a quorum at any regularly scheduled Monthly Unit Meeting. These members will consist of at least three (3) Officers and four (4) unit members. 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 electronically to Unit Officers, Members-at-Large and 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 will ensure committees under their supervision will submit reports and follow approved plans.

In addition to regular duties, President, 1st Vice President, Secretary, and Treasurer, will serve as the operation arm of the Executive Committee, ensuring that the Auxiliary continues to function smoothly between meetings, while reporting back to the full Executive Committee for approval and transparency.

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 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, Assistant Sergeant-at-Arms, and Committee Chairpersons. Works with other officers to establish annual goals and program priorities. They will oversee all Unit Committees. 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.

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 be responsible for unit membership processing and act as Unit 394 Membership Chairperson. Assist with policy implementation between general membership meetings.

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 become familiar with the duties of the President and 1st Vice President to ensure the continuation of leadership. 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.

3RD VICE PRESIDENT

The 3rd Vice President will assist the President, 1st Vice President, and 2nd Vice President in carrying out Unit 394 operations. Duties are to be the liaison between the Auxiliary and the Legion 3rd Vice Commander. Responsibilities include coordination of all Unit 394 events utilizing Post 394 Kitchen and to follow established Post 394 Kitchen guidelines. 3rd Vice President is required to obtain the Serve Safe Certification. Any fees for Certification will be paid by Unit 394.

The Unit 3rd Vice President is required to keep a filing 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 as authorized by the president 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. The Historian is required to provide a "Historian Report" from the prior month events and activities, at the Regular Monthly Unit Meeting. They will prepare a scrapbook or equivalent to document Unit meetings, membership, special projects, ceremonies, fundraisings, and awards. This book will be sent for inclusion in the Department Award and must include names of members and titles if they are Officers. Work with Secretary to maintain meeting minutes, reports, and official correspondence for historical purposes. They will work closely with Public Relations Chairperson to ensure submissions to local entities, Department, or National.

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 arrive early to prepare the room for Unit meetings, responsible for advancing and retiring the Colors at each meeting or having them pre-posted, check membership cards, perform POW Ceremony, informs the President of any guests at the meeting, distributes materials and escorts guests/speakers to and from the podium, and performs such other duties as requested. Will maintain decorum during meetings and ensure that business is conducted in an orderly manner. The Sergeant-at-Arms is to keep order at all meetings.

The Sergeant-at-Arms will be responsible for creating a schedule of people to work Post 394 front door sign-in on Auxiliary Unit 394's Friday Night.

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

ASSISTANT SERGEANT-AT-ARMS

Assistant Sergeant-at-Arms will assist Sergeant-at-Arms in all duties. Participates in ceremonial functions alongside Sergeant-at-Arms. Assistant Sergeant-at-Arms works under the direction of the Sergeant-at-Arms and does not independently manage meetings, finances, or programs unless specifically authorized. Expected to attend all Unit and Executive Committee meetings.

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

MEMBERS-AT-LARGE

The Unit Members-at-Large will consist of three (3) members voted on by the Unit and Past President(s) if applicable.

The Members-at-Large should be present at all Unit meetings. Are an active participating member weighing carefully each decision and making sure the wishes of the members whom they represent are a prime concern.

The Members-at-Large will be responsible for Auditing Unit 394 Treasury every three (3) months and annually (July through June) and filing an Audit Report.

All Members-at-Large 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 the duty of the 1st Vice President. They will be responsible for keeping Unit membership up to date, new, renewed and transfers. They will be available to update all membership once per week.

The Membership Chairperson will be responsible for handling all new member packets via email or mail as necessary.

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

EXECUTIVE COMMITTEE

Executive Committee will consist of President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, Assistant Sergeant-at-Arms, three (3) Members at Large, and Past President(s).

Any and all discussions involving financial information, member discipline, sensitive or personal member information will be kept strictly confidential with the Executive Committee. Any Breach of confidentiality may be subject to disciplinary action in accordance with the Unit Constitution and Bylaws and Standing Rules.

Executive Committee will discuss, approve, and finalize Unit events and Unit Calander which will then be presented to the membership.

The Executive Committee shall provide leadership, oversight, and continuity for the Unit and shall act in the best interest of the membership, subject to the authority of the Unit membership.

The Executive Committee may act on routine or time-sensitive matters between regular membership meetings, provided such actions do not exceed the authority granted by the Constitution & Bylaws and are reported to the membership at the next regular meeting.

The Executive Committee shall assist in developing policies, procedures, and long-range plans, support the President in implementing approved programs, review and recommend, proposals for consideration by the membership.

The Executive Committee shall review financial reports and budgets, ensure appropriate financial controls are followed, recommend financial actions to the membership when required, ensure compliance with audit and reporting requirements. The Executive Committee shall support the work of officers and committee chairmen, encourage effective leadership, and assist in resolving issues affecting Unit operations.

The Executive Committee shall not exercise powers reserved to the Unit membership, including amendments to governing documents, election of officers, or other actions requiring membership approval.

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 Unit 394 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 two (2) years from the date of transfer.

Membership Chairperson has the right to deny any member seeking transfer to Unit 394 who is under any pending or current disciplinary action.

DUES

The annual Senior members' dues of the Unit will be $50.00 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.

All changes to the Unit dues will be presented to the Executive Committee for discussion. A recommendation of change(s) will be presented to the Unit members for discussion and to be voted upon.

ELECTIONS

A Nominating Committee composed of three (3) Unit 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 by self-nomination or nomination by another member. Candidates for office must let the Nominating Committee know of their decision to be included on the ballot such Candidate can only run for one office per term. 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 be elected. When there is only one candidate for a position, no vote is necessary for that position.
Each outgoing officer is required to mentor the newly elected officers. New officers will shadow outgoing officers for the remainder of their term starting after annual election

The President shall have the same voting rights as any member but shall customarily vote only to break a tie when the vote is taken by ballot. The President is entitled to one vote only and does not vote twice, even when breaking a tie.

Ballots will be kept under lock and key and destroyed immediately following the National Convention.

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. Incoming and outgoing Unit Officers shall be first choice for Delegates for Unit 394.

COMMITTEES

In addition to the Core Committees listed in the Bylaws the Unit will have the following Committees: Ways & Means, Budget, and Audit.

Unit Committee Chairpersons are not granted independent authority for decisions affecting Unit 394. Any decisions pertaining to Unit 394 must receive the prior approval of Unit 394 President and Executive Committee.

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 AUXILIARY EMERGENCY FUND

Any request for emergency financial assistance directly from Unit 394 will be made to the Unit 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) if possible or directly to the member. The Unit AEF Chairperson should proceed to have Department and National AEF Applications completed, if necessary.

Raise money by-fundraisers and donations.

All requests are to remain confidential.

Unit 394 will follow all Department and National guides of the AEF Program. Unit 394 funds will be exclusive to Unit 394 Members.

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 within three (3) business days upon receipt of funds. In addition, all expenditures must be turned over to the Treasurer so they can close out the event. Any expenditure not turned into the Treasurer within three (3) business 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 will consist of the Unit President, Unit First Vice President, Secretary and Treasurer and one (1) member appointed by the Unit President. Unit President will serve as the Chairperson for the committee. Committee will create the yearly plan and the budget. 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 will be the responsibility of the Members-at-Large including the Unit Treasurer. 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.

Assistance the maximum assistance to a non-member or organization shall not exceed $100.00. Unit Member assistance shall not exceed $300.00 provided the unit member has been in good standing for two (2) or more years. Assistance will not be given to a unit member who meets the requirement more than once every two (2) years. Based on the availability of funds.

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 the Chairperson of any Committee(s) 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.

Each Unit member who picks-up and signs their annual Membership Card is signing in acknowledgement of the Auxiliary's Code of Conduct, Code of Ethics.

No alcoholic beverages in meetings.

Any Auxiliary member at Post 394 Canteen/Bar choosing not to attend a Monthly Regularly Stated Meeting will not be served alcohol during meeting hours.

No discussion of any American Legion Auxiliary Unit business at Post 394 Canteen/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 FEBRUARY 3, 2026**. THEY WERE READ, VOTED ON, AND APPROVED AT OUR REGULAR UNIT MEETING ON **MARCH 3, 2026**.

X Berthann Myczkowski

Unit President Berthann Myczkowski

X

Unit Secretary Kim Johnston

X Bonnie Napora

Unit Constitution & Bylaws Chairperson
Bonnie Napora