

RESPONSIBILITIES OF UNIT OFFICERS

IT IS THE DUTY OF ALL OFFICERS TO SUPPORT THE PRESIDENT AND EACH OTHER AT ALL TIMES DURING THE TERM OF OFFICE. IT IS ALSO THEIR DUTY TO ATTEND ALL MEETINGS – EXECUTIVE BOARD AND REGULAR MEETINGS.

"The success of the Unit depends to a large degree upon the efficient and businesslike administration of all its activities. Each Unit officer and committee chairman shares in this responsibility."

PRESIDENT: *(the guiding force – the CEO (not the dictator, remember this is OUR Unit not YOURS)*

1. Appoints Committee Chairmen and Committee members and any officers not required to be elected. (Assistant Sgt at Arms)
2. Appoints a Parliamentarian.
3. Actively participates and is involved in all activities of the Unit. She is willing to work just as hard as any other Unit member.
4. Keeps the members informed on all activities and news of the American Legion Auxiliary from National, Department, Division and District. (Monthly packet, District Newsletter, etc.)
5. Represents the Unit at all District meetings and activities.
6. Represents the Unit at District, Division and Department Conventions. Encourages Unit members to attend these conventions.
7. Appoints an audit committee of at least three members to audit the books at the close of her year.
8. Serves as an ex-officio member of all committees except the nominating committee.

FIRST VICE PRESIDENT:

1. Serves as Membership Chairman **if** appointed by the President.
2. Attends all meetings of the Unit.
3. Has a thorough understanding of the duties of fellow officers and programs planned by the Unit committee chairmen.
4. Must be prepared to take over in the absence of the President.

RESPONSIBILITIES OF UNIT OFFICERS (cont'd)

SECOND AND THIRD VICE PRESIDENTS:

Some Units elect Second and Third Vice Presidents and give them particular duties, such as Ways and Means, Entertainment or Kitchen Chairmen etc. The responsibilities of these offices should be thoroughly detailed in the Unit Standing Rules.

SECRETARY:

1. Attends all Regular Meetings and Executive Board meetings, makes notes of all motions, recommendations and action taken by the body.
2. Keeps record of all Committee activities and reports.
3. Prepares minutes of all meetings with copies given to the President, First Vice President, Treasurer and Historian. The minutes should be clear and concise, free from rambling remarks or opinions and should reflect new business as well as activity already completed.
4. Maintains for reference at each meeting a list of names of all committee chairmen and committee members.
5. Replies promptly to correspondence as directed.
6. Sends the certification of new officers and the bond fee to the Department Headquarters office immediately after the annual election of officers.
7. Sends completed convention delegate and alternate forms to District, Division and Department. Verifies that the number of delegates is correct, and that the required delegate fee is enclosed.

CHAPLAIN:

1. Gives the opening and closing prayers at meetings.
2. Reads thank you notes and acknowledgments received by the Unit at Regular Meetings.
3. Reports on ill members. Transmits information to District, Division and Department Chaplains as deemed appropriate. If it is in the Standing Rules, sends cards or flowers to ill or bereaved members.
4. Conducts Memorial Services when needed. Assists the Unit President with the draping of the charter for deceased members.

RESPONSIBILITIES OF UNIT OFFICERS (cont'd)

CHAPLAIN (cont'd):

5. Notifies the District, Division and Department Chaplain of the names of Unit members deceased each year. This information is necessary for the Memorial Services at Conventions.
6. May compile a Book of Prayers, Thoughts and Inspirations to be presented to the President after being entered in the judging at Department Convention.

HISTORIAN:

1. Keeps records for the written history of the year's activities within the Unit. This includes business, donations, activities such as potluck dinners, garage sales, parties or gatherings at holidays, etc. This information comes from the Secretary's minutes of each meeting.
2. This written history is entered in the judging at Department Convention and is then presented to the Unit as a permanent record of the year's activities.

TREASURER:

1. Bonded through Department.
2. Handles all funds of the Unit.
3. Gives a thorough financial report at each meeting.
4. Issues all checks from the Unit. All checks must be backed up with receipts.
5. All checks should require at least 2 signatures. The Unit Standing Rules should state who and how many signatures are required on checks.
6. Issues checks annually to Department for the Bonding Fee and Christmas Assessment. This is a Department mandate, so no vote is required.
7. Makes sure the Membership Chairman has ready access to a check to transmit membership at all times. Membership should be transmitted at least weekly or more frequently to achieve Target Dates as necessary.
8. Files a 990 form with IRS by May 15 (or the 15th day of the fifth month following close of a fiscal year) of each year and provides copy to Dept. Secretary.
9. Remembers that all moneys spent, if not covered by the Standing Rules, must be approved by membership at Regular Unit meetings.

RESPONSIBILITIES OF UNIT OFFICERS (cont'd)

TREASURER (cont'd):

10. The books are open to the general membership for review or audit at any time. The President appoints an internal audit committee. The books should have a thorough audit at the end of each term. This is not distrust, just good business.

SERGEANT-AT-ARMS:

1. Functions at meetings – is responsible for keeping order at meetings.
2. Advances and retires the Colors at each meeting.
3. Assists the President to do whatever is necessary to make the meeting run efficiently.
4. Distributes materials and escorts guests/speakers to and from the podium.

EXECUTIVE COMMITTEE MEMBER-AT-LARGE:

1. Attends all meetings. Goes with an open mind - expresses an opinion; however, be prepared to reach a consensus on all matters. Go with what is best for the Unit.
2. Takes an active part in decision making, weighing carefully each decision and making sure the wishes of the members are the prime concern.

PARLIAMENTARIAN:

1. Appointed by the President . . . never elected.
2. Always sits next to the President to be convenient for consultation.
3. Never takes sides.
4. **Speaks only upon request**.
5. Consults with the presiding officer privately or interprets to the membership if asked.
6. The Parliamentarian does not rule. Upon being asked for an opinion, the Chair may or may not (at her own discretion) abide by the opinion of the Parliamentarian.

RESPONSIBILITIES OF UNIT OFFICERS (cont'd)

PARLIAMENTARIAN (cont'd):

7. Membership may disagree with the Chair and they may overrule her and go with the decision of the Parliamentarian. There are not many instances where this is necessary.
8. Most Parliamentary procedure is just good common sense and good manners.

MAKING MEETINGS WORK

Effective meetings require planning in advance – both on the part of the chair and of the members that attend and participate.

Don't engage in political game playing or parliamentary maneuvering. Members must commit themselves to the group purpose.

Have an agenda that is well thought out and plans for events on the calendar in adequate time to prepare.

Listen to what others at the meeting have to say.

Members and officers actively engage in the discussion (not the chair – unless she steps down to participate in discussion and remains out of the chair until after any vote on the matter).

Recognize that while each member's opinion is valuable and has the right to be heard, the group may not agree with the opinion. Be prepared to compromise in the best interest of the organization.

Be sure the purpose of each meeting and each item on the agenda is clear to the members.

Be sensitive to the physical, informational, and social needs of others.

Suggest committee work when an issue is too big for the group or the group hasn't adequately considered the topic. Demand hard work and good reports from the committee.

When the meeting is closed – so is the business session. Do not carry unresolved matters into social time. Do not continue to campaign outside the meeting for others to side with your opinion. Whatever may take place in a social setting outside the meeting (whether in the building, the parking lot, or elsewhere) is outside the authority of the Unit Officers and the Unit is in no way responsible for what is said or the behavior of the individual. The Auxiliary is not responsible for any statements, gossip, or action that takes place outside the meeting in the canteen/clubroom, etc.

ELECTION OF OFFICERS

Overview:

Most organizations make provisions for nominating and electing officers in their Constitution and Bylaws. The provisions ordinarily include such details as eligibility, time of nomination, time of the election, method of nominating and electing, and the time for taking office. If the Constitution and Bylaws do not make these provisions, they should be decided through formal action by the organization.

No provision may be placed in the bylaws, which will prevent a member in good standing, no matter how short a time she has been a member, from running for or being elected to an office. By accepting dues, a Unit agrees to provide all rights and privileges of the organization from the effective date of dues paid.

It is the responsibility of the President to conduct elections. However, she should have no more influence on the election than any other member.



BEE AWARE: ANY member in good standing can install newly elected officers

Nominations:

1. A nominating committee is *elected* by the Executive Board or by the membership and *never* appointed by the President. **The President may not serve on the nominating committee.**
2. Nominating committees commonly nominate only one candidate for each office. Nominating committees **may nominate more than one candidate for each office**, but they are not required to do so.
3. Members of nominating committees remain eligible to become nominees for office.
4. Prior consent of individuals being nominated is highly recommended and necessary.
5. After the report of the nominating committee, the chair **must** call for further nominations from the floor.

Elections:

Some common methods of voting are by voice, by show of hands, by roll call, and by ballot. Ballots are generally preferred in large organizations.

Common rules for ballot votes:

1. When the bylaws mandate a ballot vote, this requirement cannot be suspended, even by a unanimous vote.
2. In ballot votes, the President or Chairman should always vote at the same time other members vote. In this case, the President or Chairman loses her tie-breaking vote.

ELECTION OF OFFICERS (cont'd)

Common rules for election by majority vote:

1. Abstentions are never counted. Blank ballots are discarded and are not reported as part of the vote.
2. **Illegal votes are reported as part of the vote**, but may not be credited to any candidate.
3. Under normal parliamentary rules, repeated balloting should be done until a candidate obtains a majority vote. Names of nominees should be kept on the ballot, unless the bylaws provide some method for dropping the nominee receiving the lowest number of votes.
4. In the event of a ballot vote, as a result of more than one candidate running for an office, the **Chair** shall appoint an election judge and request that each candidate name a teller. The judge and tellers shall cast their ballots and retire to an area of the meeting room that will enable them to count the ballots for the purpose of reporting the results to the body.

A Teller's report should contain the following information:

1. Number of votes cast, not counting blank ballots.
2. Number of votes necessary for election.
3. Number of votes received by each candidate.
4. Number of illegal votes, with reason given for the illegality.

Special Elections:

In the event of resignation, illness, or death of an officer, a special election should be called by the President with a 30-day notice to all members. Constitution and Bylaws should prescribe stepping up of Vice-Presidents and election becomes for the office that remains vacant after following prescribed procedure.

Process/Procedure:

The Sample Ballot shown in this section is the type Districts use in voting at the Department Convention. Units are encouraged to use a similar type document in the election of Unit officers to encourage familiarity with the form in the event they attend a Department convention.

At the Department Convention level, the District President distributes to the Unit Delegation Chairman or Unit President the appropriate number of votes. Each delegate records her vote.

ELECTION OF OFFICERS (cont'd)

The Delegation chairman casts extra votes (beyond delegates in attendance) **with the majority**. Members of the Department Executive Committee (Department President, the Vice President, the Division Presidents, the Historian, Chaplain, Sergeant-at-Arms, National Executive Committeewoman and the District President or the District Vice President in the absence of the President of that same District) present and voting shall be delegates-at-large to the Department convention, with their vote to be exercised with their Units.

All Past Department Presidents in good standing in their local Units shall be delegates-at-large to the Department Convention, with vote to be exercised **with their Units**.

Each Delegate shall be entitled to one vote. Each Unit represented shall be entitled to vote its entire strength with the vote of any delegate absent and not represented by an alternate being cast with the majority of the registered and certified Unit delegates present at the Department Convention. In case of a tie vote of delegates present, the absent votes shall be equally divided.

SAMPLE BALLOT

**For the Office of Vice-President, Department of Texas
For the Year 2012 – 2013**

Scarlett O'Hara

Nancy Drew

NOTE: Convention seating arrangement of the delegation is based on the date that your District makes goal, then highest numerically to goal. In case of a tie, the membership goal is figured by percent.



BEE AWARE: in other words, the higher a District's membership is, the better their seats at the Department Convention will be so keep **BUZZIN FOR MEMBERSHIP**