

American Legion Auxiliary George Tadlock Unit 472 Procedures for President

George Tadlock Unit 472 is an electronic unit – the first in the nation.

Tools

[Bylaws](#)

[Standing Rules](#)

[Budget](#)

Rosters – not globally published, request from unit secretary/treasurer

Unit

District

Department

[Department Code](#)

[Unit Handbook](#)

[National Plan of Action](#)

Communication

Chairman is expected to be able to manage the following modes of communication

Yahoo Groups

Instant Messenger

Email & Phone

Communication is vital to this unit; the president should remain in contact with all officers and chairmen

Doing the work of the officer or chairman is not required of the president; however, if the work is not being accomplished, the president should remove the appointee and reappoint, as necessary

Stay in contact with advisors and the secretary/treasurer

Appointments

The incoming president will make required appointments with the assistance of the current executive board and advisors during the April executive board meeting. Committee appointments with the exception of those listed below will be at the discretion of the president, as needed. Once the work of the committee is accomplished, the committee will be dissolved.

Appointments will be in place by June 30, with the webmaster receiving the list by that date

Office/Appointment	Duties	Appointment Required
Historian	Writes annual history	Yes
Chaplain	Meeting prayers – “Sunshine”	Yes
Parliamentarian	Advisor during meetings on parliamentary procedures	Yes
Bylaws	Maintains bylaws	
Advisor	Mentor to President	Yes
Veterans & Military	Oversees following projects	Yes
Legislative*	Subscribe to <i>Dispatch</i>	
National Security	Current service personnel support	
Poppy*	Order/offer poppies	
Veterans Affairs & Rehabilitation*	Donation to Department Gift Shop/Patient Remembrance	
Youth Development	Oversees following projects	Yes
Children & Youth*	Donation to Department	
Girls State	Send Delegates	
Junior Activities	Donation to Junior Conference raffle tickets	
Family Support	Oversees following projects	Yes
Americanism*	Donation to Department	
Community Service	Donation to CA Disaster Fund	
Education*	Donation with Poppy Seal order	
Managed by President		
Past Presidents Parley*	Donation	
Managed by Vice President		
Auxiliary Emergency Fund	Donation to National	
Leadership	e-Leadership Training; See 2 nd Vice President	
Managed by Secretary/Treasurer		
Membership*	Per Capita to Department	
Public Relations	Web site managed	
Additional Committees		
Budget	Three appointments to include current & incoming treasurer	Yes
Audit	Three appointment to include incoming treasurer, if she is not the current treasurer	Yes
Standing Rules	Three appointments to include at least one past unit president and one past department officer	Yes

* Required by department to show activity and/or donation

Standing Rules Committee

Appointment

Past unit president _____

Past department officer/chairman _____

Unit member at-large _____

Committee should meet at beginning of year (July, August) to read the standing rules

Determine if the rules are still appropriate

Do new rules need to be added?

Do old rules need to be amended or deleted?

Any proposed changes to be submitted to the executive board for review

Committee to report to membership at general meeting in September on the status of the rules

If changes are necessary, committee to move changes, one rule at a time

Committee to prepare to review rules whenever a member has a question; changes may occur during the year, as necessary

Budget

Budget Committee

Appointment

Current treasurer _____

Incoming treasurer or unit member at-large _____

Unit member at-large _____

Prepare budget in March and April; committee to determine logistics

Review proposed budget with president by April 30

Present budget to membership at May meeting for approval

Budget to take effect July 1

Audit

Audit Committee

Appointment

Junior past president _____

Past unit officer _____

Unit member at-large _____

The financial records are not to leave the possession of the treasurer.

Committee must be able to physically review financial documents at the same time or the means by which to electronically make these documents available to the committee must be in place.

Audit must be completed within 30 days following the close of the FY (July 31)

Audit results are to be reported by the committee to the executive board during the August board meeting and reported to the general membership at the September meeting

Calendar

Month	Work to Accomplish
July	General meeting – only business is installation Outgoing president to preside at meeting Installation – incoming president to plan Budget in place Announce appointments
August	No general meeting Executive board meeting Start planning for all program activities for year
September	First general meeting of year – new president presides Standing Rules Committee to report Order poppies Girls State reservation
October	General meeting Poppy order due to department Girls State reservation due to department
November	General meeting Executive board meeting Assess year-to-date activities Prepare for second half of year
December	No general meeting
January	General meeting Interview Girls State candidates Collect funds to support program
February	General meeting Executive board meeting to discuss nominations
March	General meeting Legion birthday – resolution presented at meeting, mailed to post Nominations of officers; budget committee working
April	General meeting Election of officers/delegates to convention Executive board meeting after general meeting to discuss appointments for coming year Budget committee working
May	General meeting Budget presented and approved
June	No general meeting If newly elected, set up committees & finalize appointments Budget in place If newly elected, prepare for installation

Installation

Find the installation ceremony on the [Forms](#) page (suggest you use short form)

Appoint the installation presiding officer; this must be a person who has held the office of unit president or higher

Plan ceremony with presiding officer, include outgoing president in conversations

Incoming officer does not preside at the installation meeting

Meetings - <http://alaunit472.org/meetings.htm>

Minimum of nine (9) general meetings each year (July – June)

General Meeting Agenda

1. Call to Order
2. Advancement of Colors (optional)
3. Prayer
4. Pledge of Allegiance to Flag
5. National Anthem or other patriotic song
6. Preamble to the Constitution of the American Legion Auxiliary
7. Roll call of officers
8. Reading and approval of minutes of previous meeting
9. Treasurer's Financial Report
10. Initiation of candidates (quarterly, biannually, or annually, as is the Unit custom)
11. Reports of:
 - President
 - Secretary
 - Executive Committee
 - Membership Committee
 - Standing Committees
 - Special Committees
12. Reading of communications, including those from National, Department and District officers
13. Unfinished business
14. New business
15. Election and installation of officers
16. Announcements
17. Program - educational and entertaining (optional)
18. Adjournment of business meeting
19. Retirement of Colors (optional)
 - Board

Refer to the [Unit Handbook](#) for more information about running a meeting

Online Agendas - <http://alaunit472.org/meetings.htm>

Work with the secretary/treasurer; it is appropriate for either one to set the agenda for any meeting

Agendas for the general meetings are to be published at least three (3) days prior to the meeting date

Forward agendas to the webmaster

Parliamentarian - <http://alaunit472.org/parliamentarian.htm>

The parliamentarian is someone who understands the major documents of the ALA and Robert's Rules of Order

She is usually expected to remain silent on parliamentary procedure during meetings unless she is called upon by the president to advise

Duties of the Parliamentarian

1. An expert in the rules and usages of a deliberative assembly
2. Usually quiet and neutral
3. Should be completely familiar with [Official Robert's Rules of Order Web Site](#), Parliamentary Law, and the Constitution and Bylaws of the organization
4. Appointed by presiding officer
5. Expresses opinions to the chair (who may follow or disregard the advice)

Reporting

[Year-end Reporting](#) Forms from Department

All programs are to submit a year-end report to the district counterpart or department, as the case may be

If there is no appointed chairman to a program, the executive committee woman will fill out and submit the report

Unit Year-end Report ([obtain report from Department](#))

This report is filled out and submitted by the unit president

Make sure the report form is for the current year; otherwise, contact the webmaster or go to the department website - <http://www.calegionaux.org/forms.htm>

Other Meetings

President is not required to attend any other meetings than the majority of the general unit meetings

Effort should be made to discover if any unit member plans to attend any higher level meeting; and request that the member bring back to the unit a report of the happenings, business of that meeting

The report is to be made in writing and submitted to the webmaster for publication for the next general unit meeting

District

District 26 generally meets on the first Saturday of each month in a location on the peninsula of the San Francisco Bay Area (San Mateo County)

Usually, one or more of the unit members attends these meetings

Department

There are two major meetings of the department: DEC or midyear and convention (June)

Usually, one or more of the unit members attends this meeting

National

There are two major meetings of the national organization each year: Awareness Assembly/mid-year meeting and convention (August)

Usually, one or more of the unit members attends this meeting

Oath of Office

It shall be the duty of the President to preside at all meetings of the Unit and Unit Executive Committee; to enforce strict observance of the Constitution and Bylaws; to appoint members of the standing committees; to create such other committees and appoint members thereof as she deems advisable; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for. Unit Handbook

Loyalty is the cornerstone of the American Legion Auxiliary, since it is one of the first virtues of a soldier. Loyalty is as dear as Justice is desirable, as Freedom is glorious, as Democracy is practical. Loyalty is one of the first requirements of a citizen. In the American Legion Auxiliary, Loyalty will lead us to defend our organization in all that is right, and to do our utmost to keep it in the right. Loyalty to country and self is the basis of true Americanism. You must ever see that the officers of this Unit are loyal to their duties; that the members of the Unit are loyal to The American Legion; that the American Legion Auxiliary is loyal to its principles; and that this land of ours is loyal to itself.

By this time you understand that the American Legion Auxiliary is a united organization. Composed, as it is, of members of every race, religion, occupation, and political conviction, it is obligated to strict neutrality on all questions concerning religion, politics, and industrial strife. You've heard its four great principles, Justice, Freedom, Democracy and Loyalty explained. Charge from Installation, Unit Handbook