

CHAPTER 5: UNIT OFFICERS

Unit officers and committee chairs share in the responsibility of the success of their unit. Each should be familiar with the duties of their office and fulfill such obligation to the best of their ability. Consult Robert's Rules of Order, Newly Revised, for a fuller explanation of the duties of officers.

Duties of the Unit President

The unit president should be familiar with the duties of all officers and committee chairs and encourage and inspire them in their work. It is the responsibility of the president to see that all officers are supplied with all available information and material from department and National Headquarters.

The unit president should preside at all meetings of the unit and the Unit Executive Committee and:

- require adherence to the Constitution and Bylaws, rules and regulations established by the National and Department Conventions, National and Department Executive Committees, and the unit itself;
- appoint members of standing committees and create other committees as necessary; and
- appoint all non-elected officers and perform all other duties assigned to the office.

Duties of the Unit Vice President

The vice president is given the responsibility, with the president, for complete development of the unit program. The vice president should be prepared to preside at meetings in the absence of the president.

Duties of the Unit Secretary

The duties of the unit secretary are administrative and require the ability to be adept with email. The unit secretary:

- makes a record of all business transacted at each unit and executive board meeting (the minutes);

- counts a rising vote when requested by the president;
- prepares a statement of unfinished business to come before the meeting for the use of the presiding officer;
- has on hand for reference at each meeting a list of the names of members of all standing committees, a copy of the unit's bylaws, and correspondence sorted for reading; and
- is responsible for sending all name and address changes to Department Headquarters.

Minutes

Minutes should record the action that was taken at the meeting, not what was said by the members. The minutes should never reflect the secretary's opinion, favorable or otherwise.

The first paragraph of the minutes should have the following information:

- type of meeting (regular, special, adjourned regular, or adjourned special);
- name of the unit;
- date and time of the meeting, and the place, if it is not always the same;
- name of the presiding officer, officers present, committee chairs present, and those absent; and
- whether the minutes of the previous meeting were distributed in advance, read, and approved as read or as corrected.

The body of the minutes should have a separate paragraph for each subject matter, giving the name of the person who made the motion, and should show the following:

- specific wording of each motion;
- disposition of the motion (adopted or rejected); example: "Mary Smith moved that the unit spend \$200 for landscaping plants. The motion was adopted.";
- secondary motions that were lost or withdrawn;

- all notices of motions (i.e., changes to constitution and bylaws which require prior notice before actual voting can occur); and
- all points of order and appeals, whether sustained or lost, together with the reasons given by the chair for their ruling.

The last paragraph should state the hour of adjournment.

Additional rules and practices relating to the content of the minutes:

- The name of the seconder of a motion should not be entered in the minutes unless ordered by the assembly.
- When a count has been ordered or the vote by ballot, the number of votes on each side should be entered; and when the voting is by roll call, the names of those voting on each side and those answering “present” should be entered. If members do not respond on a roll call vote, enough of their names should be recorded as present to reflect that a quorum was present at the time of the vote. If the chair voted, no special mention of this fact is made in the minutes.
- The proceedings of a committee should not be entered in the minutes.
- When a question is considered informally, the same information should be recorded as under the regular rules, since the only informality in the proceedings is in the debate.
- When a committee report is significant or should be recorded to show the legislative history of a measure, the assembly can order it “to be entered in the minutes,” in which case the secretary copies it in full in the minutes.
- The name and subject of a guest speaker can be given, but no effort should be made to summarize their remarks.

Unit Permanent Records

It is the responsibility of the secretary to keep a permanent file whether by paper or electronically for the unit, which should include the following:

- unit charter and charter roll;
- complete membership lists for every year;
- individual membership applications, filed alphabetically, for everyone who is or has ever been a member of the unit;
- complete record of members lost by death, transfer, nonpayment of dues, resignation, or expulsion;
- record of individual member identification numbers;
- complete file of the local post and unit's publications should be saved for history purposes;
- complete file of department's current year bulletins;
- unit, district/county/council, department, and national constitutions of the Auxiliary;
- minutes of the meetings and officers' reports; and
- correspondence file.

Duties of the Unit Treasurer

The unit treasurer has a duty to safeguard the funds of the unit and to ensure that proper accounting practices and internal controls are maintained. The unit treasurer is responsible for the following:

- handling all unit funds. *It is strongly recommended to have at least two unrelated people present for accountability when accepting cash or checks and to issue a receipt;*
- collection of dues from members and donations to special funds;
- sending dues and special funds to department or national;
- providing a monthly financial statement to the unit, Finance Committee, and others as required by the unit constitution and bylaws;
- facilitating an audit. If the bylaws do not say how the audit is to be conducted, the unit may hire an

- outside auditor or appoint an audit committee of two or more unrelated persons; and
- providing a report after an annual audit of the treasurer's books. Once the audited report has been accepted, it becomes part of the unit's permanent record.

Dues

The membership year is based on a calendar year: January 1 – December 31. ALA National Headquarters begins taking dues in July for the upcoming Auxiliary year. For example: In July 2020, ALA National Headquarters started taking dues for the 2021 Auxiliary year.

ALA National Headquarters sends the first renewal notice for the upcoming membership year to members in mid-September. *All current year dues should be collected and sent to departments by December 31 each year.* A second dues renewal notice is sent by February 1 to anyone whose dues have not yet been entered in the system.

Units are encouraged to find their own ways to contact their members about the importance of renewing.

Encourage members to use one of the following ways to renew:

1. by mail to the unit
2. online at www.ALForVeterans.org
3. by calling the dues payment line at National Headquarters at (317) 569-4570 or
4. by paying at a unit meeting

It is strongly recommended that members not pay dues with cash or to someone outside of the unit, such as a bartender at the post.

Duties of the Unit Historian

The unit historian is charged with the responsibility of recording the activities and accomplishments of the unit.

Unit historians are encouraged to keep a factual continuing story of the accomplishments of each program in the unit.

Duties of the Unit Chaplain

The unit chaplain will express, by word and action, our founding principle of service to God and country.

- The unit chaplain will encourage the unit to celebrate the diversity of its members and their faiths.
- The unit chaplain will provide spiritual and emotional guidance to members and their families as needed while keeping confidentiality.
- The unit chaplain is responsible for presenting the invocation and benediction at Auxiliary meetings.
- The unit chaplain will take part as needed in installations; initiations of new members; dedication of halls, monuments, or colors; Four Chaplains services; POW/MIA recognition programs; and the memorial service of a member, always lending dignity and respect to the occasion.
- The chaplain should stay in close contact with the president and other officers of the unit and should attend all meetings of the unit and the Unit Executive Committee.



Connect on social media at

www.Facebook.com/groups/ALACHaplains

Duties of the Sergeant-at-Arms

The sergeant-at-arms is responsible for keeping order at unit meetings, for the advancement and retirement of the unit colors and their proper care, and for such other duties as may be assigned by the unit president.

Requirement for Holding Office

Units cannot require meeting attendance or membership for a specified length of time before a member is eligible to run for office.

Once a member has been accepted for membership and paid dues, that individual becomes a member in good standing with all the rights and privileges connected with that membership, not the least of which is the right to aspire to and hold office.

ALAMIS

The American Legion Auxiliary Management Information System (ALAMIS) can be used by units to manage members and leadership information. Units can stay informed of important reminders from National Headquarters by viewing the announcements on ALAMIS. Units are also able to make updates (depending on access level), perform searches, and view unit reports. Units can appoint up to two users for login access.

There is a yearly login fee per user collected through the department and transmitted to National Headquarters. The department headquarters authorizes who has access. Units must contact their department with the name of the member who should have access to ALAMIS, along with the member's email address, member ID number, and phone number for the person at the unit who will be using the account. All users must be current in dues before requesting access.

Installation of Officers

Unit officers can be installed immediately following their election or as soon thereafter as possible, but an installation ceremony is not mandatory for officers to assume their duties.

An officer takes possession of the office immediately upon election unless the bylaws or other rules specify a later time.

Initiation of New Members

Initiation of new members is not mandatory. If conducted, every new member should be invited and encouraged to take part in the ceremony. New members should receive a copy of the unit's constitution and bylaws.

Duties of the Unit Chaplain

The unit chaplain will express, by word and action, our founding principle of service to God and country.

- The unit chaplain will encourage the unit to celebrate the diversity of its members and their faiths.
- The unit chaplain will provide spiritual and emotional guidance to members and their families as needed while keeping confidentiality.
- The unit chaplain is responsible for presenting the invocation and benediction at Auxiliary meetings.
- The unit chaplain will take part as needed in installations; initiations of new members; dedication of halls, monuments, or colors; Four Chaplains services; POW/MIA recognition programs; and the memorial service of a member, always lending dignity and respect to the occasion.
- The chaplain should stay in close contact with the president and other officers of the unit and should attend all meetings of the unit and the Unit Executive Committee.



Connect on social media at

www.Facebook.com/groups/ALACHaplains

Duties of the Sergeant-at-Arms

The sergeant-at-arms is responsible for keeping order at unit meetings, for the advancement and retirement of the unit colors and their proper care, and for such other duties as may be assigned by the unit president.

Requirement for Holding Office

Units cannot require meeting attendance or membership for a specified length of time before a member is eligible to run for office.

Once a member has been accepted for membership and paid dues, that individual becomes a member in good standing with all the rights and privileges connected with that membership, not the least of which is the right to aspire to and hold office.