



**American Legion Auxiliary Unit 233
Ponte Vedra Beach of Palm Valley
Department of Florida**

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary, Ponte Vedra Beach, Unit # 233, Inc. shall be held on the second (2nd) Monday of each month, unless otherwise specified and shall be called to order at 6:30 pm. An Executive Committee meeting shall be held (same night) the second Monday of the month unless otherwise specified and shall be called to order at 6:00 pm.
2. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit. Three (3) members of the Executive Committee will constitute a quorum at any Executive Committee meeting.
3. The annual Senior membership dues of the Unit shall be \$40.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$4.25 to include the Department and National per capita. ALA Unit 233 will pay the annual dues for the Junior members until they turn 18 years of age. ALA unit will pay the Annual dues for the following HLM (Honorary Lifetime Members): Sylvia Bass, Sherry Collier, and Brenda Cowgill.
4. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
5. Three (3) of the Unit Executive Committee members, consisting of the President, Treasurer, Secretary and Membership Chair are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures. The Check Book is to be stored in the locked file cabinet located in the Auxiliary room at all times with the President, Treasurer, and Membership Chair having a key. The Treasurer may take the check book home for a period of 7 days for the purpose of balancing the account.
6. All members responsible for Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.
7. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary. The Regular Monthly meeting may be taped by the Secretary, with a unanimous vote, on a tape recorder for the purpose of accurately typing the minutes of the meeting for permanent record keeping. Once the minutes have been approved by the general membership the Secretary will erase the minutes from the tape recorder.
8. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the President, for the purpose of presenting a budget for the ensuing year. The proposed budget must be approved by the general membership.

9. Budgeted items on the "Yearly Budget" that have been approved by the general membership do not have to be approved again unless the dollar amount exceeds \$50.00 over the budgeted amount. The budget is to be posted to the Auxiliary bulletin board in the Auxiliary meeting room for each new term.
10. The Units fiscal year will run from July 1st to June 30th the following year.
11. A Nominating Committee, composed of three (3) members, shall be elected by the members for the purpose of presenting a slate of officers for the ensuing year. The committee shall have the permission of each candidate for an office in order to be presented by this committee. This committee is to form no later than two (2) months prior to election.
12. The newly elected ALA Officers will assume office immediately after election. Annual Auxiliary dues should be paid by the newly elected officers by installation. Each Unit officer shall turn over all records, monies, keys and pins that belong to the Unit to their successor before the installation of officers for the new year.
13. An Audit Committee, consisting of three (3) members appointed by the President (the unit treasurer and unit president can attend to answer questions) will conduct an audit in April to be completed by April 30th of every term. The Audit should include ten (10) copies of deposits with backup paperwork and ten (10) copies of paid invoices paid with receipts to be examined by the auditors for accuracy. A report of the findings of the audit is to be typed by the Treasurer along with copies of the paperwork pulled for examination during the audit. This report will be read and approved by the general membership at the May general meeting and a copy of the Audit will be filed with the Treasurer and the Secretary.
14. The Unit President has the General Membership's approval to spend up to \$50.00 dollars, as needed for Auxiliary purchases only. A request for reimbursement form and your receipts are to be turned in as soon as possible, but no later than 30 days of purchase.
15. All monies collected from Auxiliary functions must be counted and signed by two (2) ALA members - NO exceptions.
16. If a donation is made for a specific purpose, such as an event, Girl State, Christmas Party whatever or whoever it is specified for it must be used for that purpose.
17. Members requesting reimbursement for monies spent must fill out a reimbursement form and submit it along with the receipt(s) to the Treasurer for payment. The Treasurer will reimburse the member within one week if the item was previously approved by the general membership. If the expenditure was not pre-approved by the general membership or if it is not a budgeted item then it must be approved by the general membership before the Treasurer can issue a check.
18. Reimbursement for one ink toner per year is pre-approved for purchase by the President, Secretary, Treasurer and Membership Chair. A reimbursement form and receipt must be turned in to the Treasurer before reimbursement can be made.

19. If the Unit is holding a benefit for an Auxiliary member in need, the funds that are collected for that member must be used to pay bills or used for a special need for the member. Checks cannot be made out to the member. Copies of bills / invoices that are being paid for by the Unit for the member will be given to the Treasurer for payment and a record of payments must be kept on file.
20. All cash and checks that are handed into the Auxiliary for any reason will be turned over to the Unit Treasurer within seven (7) days for deposit by the Treasurer. These funds are to be placed in a sealed envelope marked with the Treasurer's name and date and handed to the bartender on duty to be placed in the Auxiliary's drawer in the bartender's office.
21. Renewal and/or new member applications will be processed and submitted to Department within 30 days of receipt if all the paperwork is correct. The only exception to this is at the end of the membership term when National has not closed the books.
22. All Auxiliary transfer members shall be subject to acceptance by majority vote by General Membership.
23. The Unit will have a P.O. Box. The President, Treasurer and the Membership Chair will have a key for this box. The box must be checked at least once a week. Our current box is: ALA Unit 233- P.O. Box 303, Ponte Vedra Beach, FL 32004. In case you need a street address associated with our Box it is - ALA Unit 233 - 130 Corridor Road, Ponte Vedra Beach, FL 32004.
24. Upon the death of an Auxiliary member's relative a donation to a charity of their choice will be made as follows: The check must be made out to the charity of choice and not the member.
 - a. Spouse - \$50.00 | Father or Mother - \$35.00 | Children - \$35.00
 - b. Siblings - a card will be mailed to Auxiliary member.
25. Visiting ALA Dignitaries will have their meals and two (2) drinks paid for by the Auxiliary during an "Official" Visit.
26. Raffle Baskets expenditures are pre-approved at \$75.00 each for 4 baskets, unless otherwise voted on by the general membership. (a \$300 budgeted item)
27. The Unit will pay \$200.00 for entertainment for up to 3 Auxiliary events unless voted on and approved by general membership. (a \$600 budgeted item)
28. A receipt will be given to anyone who is making an ALA unit 233 donation for Tax purposes if requested.
29. Cell phones will be silenced before the meeting (unless approved otherwise by the President). A fine of \$5.00 will be paid if a member's phone rings during a meeting and the money will be donated to the Unit's Auxiliary Emergency Fund (AEF).

30. All Auxiliary paperwork, history books, bank statements, previous membership rosters, will be stored FOREVER in the locked filing cabinet in the Auxiliary meeting room. This is the history of our Unit. The Unit President, Treasurer, and membership Chair will have a key for this filing cabinet.
31. The duties of the 2nd Vice is to be responsible for the planning of the monthly ALA breakfast and dinner. They will also be responsible to work with the President on planning meals for other special events.
32. The Treasurer will be responsible for filing tax returns (990), Solicitation Permit from the Agricultural Department of FL, Obligations to the Auxiliary Dept. of FL. And the Filing for FL Dept. of Corporations. These documents will be filed each year in a timely manner to be in compliance with all Federal, State and ALA Department rules and regulations.
33. Auxiliary members that do not attend the Auxiliary Monthly Meeting but are in the Post or in the pavilion during the meeting time, may not be served drinks of any kind until the meeting is over with. Members attending the meeting cannot leave the meeting for the purpose of ordering a drink of any kind. Alcoholic drinks are not allowed during the meeting if there is an open Bible in the meeting room.
34. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules. All Unit Officers and members of the Executive Committee will have a signed copy of the following forms: Confidentiality Agreement, ALA Florida Social Media Policy, Code of Conduct, and Code of Ethics, which will be filed in the unit records. (forms found on alafl.org)
35. The Unit shall pay for 2 nights hotel at Department Convention, Workshop, and Fall Conference. This room can be for the President, or another member voted on in a general meeting, or shared between multiple members wishing to attend. Gas reimbursement will be voted on at the general meeting prior to the event. No reimbursement to members who are receiving payment from Department, No "Double Dipping."
36. Electronic meetings and voting may be held in an emergency situation or at any time a Unit's officers deem necessary. Notification of an electronic meeting and/or voting must be sent to each member of the Unit via email or regular mail if no email is provided. Minutes of the electronic meeting must be created as well as recording the motions and votes.
37. The Unit shall have a debit card for the purpose of membership transactions on ALAMIS as well as paying any bills that can be invoiced and paid to ALA Department of FL online.

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 WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON SEPTEMBER 8, 2025

x Brooke Hanson
Unit President

x Julie Kay
Unit Constitution and Bylaws Chairman

x _____
Department Constitution and Bylaws Chairman

Barbara K. Van Clay
Unit Secretary

Date Approved