

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary USS TAMPA Unit # 5, Inc. shall be held on the first (1st) Thursday of each month, unless otherwise specified and shall be called to order at 6:30 p.m. An Executive Committee meeting shall be held when deemed necessary. The July meeting may be dismissed at the discretion of members due to the holiday conflict dates with meeting dates.
2. In the event of an emergency, where an in-person meeting cannot be held, meetings may be held electronically, nominations and elections may be held electronically or via a drive through voting station.
3. Three (3) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
4. 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 \$5.00 to include the Department and National per capita.
5. In addition to the Core Committees listed in the Bylaws, the Unit may have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
6. Unit elected Officers (President, Vice President, Secretary, Treasurer, Chaplin, Historian and/or Sergeant-at-Arms) consisting of three (3) are authorized to sign checks for disbursement of funds from the Unit treasury.
7. 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.
8. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.
9. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.
10. 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. No election is needed if only one candidate for said position(s).

11. Flowers or a memorial donation shall not exceed \$50.00 for a members or member's family. The dollar amount can be increased by vote of the membership, provided the funds are available.
12. If funds are available, an amount of no less than \$50.00 or more than \$500.00 may be presented to the President to help with room costs or expenses at Department Convention.
13. A discretionary fund up to \$500.00 will be allocated to spend on unforeseen event(s) or special project(s) during the year not included in the budget. The event(s) or project(s) must be voted on by the members.
14. A Past President Pin will be presented to a Past President who has served at least six months or more of her term.
15. Our budget is a proposed one and does not necessitate the spending of the entire amount allotted. If anyone spends without approval, they will not be reimbursed.
16. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 23-27.

****Special standing Rule for Historical purposes only:**

The cemetery Corporation is made up of six (6) members, three (3) Legion members and three (3) Auxiliary Members. When a board member steps down or can no longer perform his/her duties, a new position is available on the board. A new board member is nominated by existing Cemetery Board and he/she must pass by vote of all (6) board members. The Board must always consist of three (3) Legion and three (3) Auxiliary members. The transfer of officer's positions on the board is acceptable.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON JANUARY 5, 2023.

Susan L. Nicely
Unit President

Beatrice "Bonnie" O'Brien
Unit Secretary

Catherine "Cathy" Geldie
Unit Constitution and Bylaws Chairman

Department Constitution & Bylaws Chairman

Date Approved