

AMERICAN LEGION AUXILIARY ADAM QUINN, UNIT 6 DELAND
1087 Biscayne Boulevard, Deland, FL 32724

DEPARTMENT OF FLORIDA

STANDING RULES

Revised September 10, 2024

1. The regular scheduled meeting of the American Legion Adam Quinn, Unit 6, Inc shall be held on the **1st Thursday** of January, March, May, July, September, November of each calendar year. Meetings will be called to order at 6 p.m. An Executive Committee meeting shall be held the 2nd Tuesday of each month named above at 5 p.m. if needed at the discretion of the President.
2. Four members of this Unit shall constitute a quorum at any regularly scheduled meeting of the Unit.
3. Members will be given at least three days' notice of any emergency meeting by both a notice on the bulletin board as well as a post on the Unit 6 Auxiliary Facebook page.
4. The annual membership dues of this Unit shall be Thirty dollars (\$30) for seniors and Ten dollars (\$10) for juniors.
5. In addition to the Core Committees listed in the Bylaws, the Unit shall make every effort to have the following committees: Auxiliary Emergency Fund, Community Service, Education, Girls' State, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy and Public Relations.
6. Auxiliary Dues—renewals payable starting Aug 1. ALL AUXILIARY OFFICERS MUST BE PAID BY DEC. 31. Other members payable beginning Sept. 1
7. A welcome letter will be sent to all new members containing greetings and pertinent information about meeting dates, times, etc. This shall be the duty of the Membership Chair.
8. Unit elected officers consisting of the President, First Vice, and Treasurer are authorized to sign checks for disbursement of funds from the Unit Treasury. All checks MUST have two of the three above-mentioned signatures.
9. 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.
10. If it is feasible, a delegate and two alternates can be elected to attend Department Convention. Election of delegates and alternates is to be held during the regular meeting of the unit no less than two weeks prior to the convention.
11. Members providing transportation for themselves or other Auxiliary members for out of town meetings, conferences, conventions will cover their own transportation costs.

12. The President and First Vice will be allotted the necessary funding to attend and stay overnight at Department Conferences.
13. Emergency Money Allotments (as needed) President or First Vice \$200. Chaplain \$50 for funeral expense and \$30 for members in the hospital.
14. Fifty dollars (\$50.00) will be allotted each year for a gift for the outgoing President
15. An Audit Committee consisting of three (3) members shall be appointed by the President for the purpose of auditing the books of the Treasurer at the close of the fiscal year. The Treasurer should be present during the audit to answer questions only. No one on the Audit Committee should have authorization to sign checks.
16. 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.
17. Installation of officers in July will be arranged by the President.
18. Auxiliary members are encouraged to wear a red blazer jacket, white top, navy pants and red, blue or white shoes to all official Auxiliary functions. We need to show our colors.
19. Our finances are not to be discussed outside of our meetings
20. Events will be posted on the bulletin board.
21. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.
22. We have a NO TOLERANCE rule for acts unbecoming of an officer or executive committee member at any time. You are a direct representative of our unit. Any unbecoming acts will be addressed by the President, 1st Vice President and the Executive Board.
23. In order to receive any help from Unit 6 Deland Auxiliary, you must be an Active Member. Active membership includes dues current and paid, in attendance once quarterly and volunteer for events once quarterly. We understand and make exceptions due to health issues or circumstances which prohibit said individuals from doing so. This will be determined by an Executive Committee vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR UNIT MEETING ON MAY 9, 2023. They may be amended at any time by two-thirds (2/3) vote at any meeting or if notice has been given, by a majority vote.

Unit President	Date
Unit Secretary	Date