

STANDING RULES

1. The regular scheduled meeting of the American Legion Auxiliary Frierson-Nichols Unit #8, Inc. shall be held on the second Thursday of each month, unless otherwise specified and shall be called to order at 6 PM. An Executive Committee meeting shall be held the 1st Tuesday in the months of July, October, January and April unless otherwise specified and shall be called to order at 6 PM. Meetings to be held at the Post 8 Home unless otherwise specified.
2. Seven (7) Unit members present shall constitute a quorum at any regular scheduled meeting.
3. The annual Senior membership dues of this Unit shall be \$50.00 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.
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, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations, Veterans & Rehabilitation (VA&R)
5. Unit Officers, consisting of the Treasurer, President and Secretary are authorized to sign checks for disbursement of funds from the Unit treasury. All checks **MUST** have two (2) of the three (3) signatures above.
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 appointed to carry on the duties normally performed by the Secretary.
8. A Budget Committee composed of five (5) members, including the Unit Treasurer, shall be appointed by the President, for the purpose of presenting a budget for the ensuing year. The Treasurer shall be the Finance Committee Chairman. The Budget shall then be presented to the membership at regular meeting in August. The budget will be discussed in its entirety prior to the membership voting on its acceptance.
9. 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 in February but no later than March two (2) months prior to election. The first person nominated will be the Chairman of the committee. The Committee Chairman will report to the Unit at each meeting the slate of members running for office until the night of Elections. Nominations from the floor will only be allowed at the meeting the elections are held.
10. This Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 23-27.

11. The First Vice President shall be Membership Chairman of this Unit. This office is also responsible for Initiation of New Members in March as well as any Honor Shields to be given at that time.
12. The Membership Committee shall consist of three (3) members, the First Vice President, Treasurer and one member of the Executive Committee.
13. The Second Vice President is the Official Host of this Unit. This officer shall prepare sign in sheets and be responsible for the Pot O' Gold drawings at each meeting. The officer should arrive 30 minutes prior to the meeting time to greet newcomers and answer any questions they may have. The Second Vice President shall be responsible for providing refreshments with an allowance of \$20 per month with an additional \$25 for the months with Girls State selection (February) and the Initiation of new members and honor shields (March).
14. Audit: A two to three (2-3) member committee shall be appointed by the President. Unit accounts shall be audited in the months of January and July. The July audit shall be completed at the end of the Administrative year and before turning the books over to the new Treasurer.
15. Any member who has passed through the initiation process and received a membership pin and then drops their membership for a period of time, then decides to rejoin shall be reinstated into membership without going through a second initiation. They will not receive a second membership pin. If they no longer have their membership pin, for whatever reason, and wishes to have one, they shall be responsible for purchasing.
16. An officer may not be removed from office for non-attendance. If this should occur, the officer will be asked to submit a letter of resignation. At that time, the position may be filled by someone willing to serve.
17. The President shall approve all orders directing the disbursements of funds. In an emergency they can automatically disburse funds up to but not to exceed \$100.00. This will then need to be approved by the membership at the next scheduled regular meeting.
18. Officers of this Unit shall be installed at a special meeting of Unit 8 or can be held jointly with the members of Post 8. This installation shall signal the beginning of the Administrative Year.
19. In order to participate in the election of Unit officers, a member shall have paid their dues for the current fiscal year within which the election is held.
20. The official contact with Frierson-Nichols Post 8 of the American Legion shall be through the Unit President and Post Commander.
21. Resignation of any Unit Officer must be in written form stating reasons and presented to the Chairman of the Executive Committee. All resignations shall be automatically accepted.
22. Upon the death of a member of this Auxiliary Unit, or their husband, wife, children or parents, a donation of \$15 will be sent to the Department Memorial Scholarship Fund in the member's name.

23. Returned check policy: The bank will only run the check through once; member must then pay the amount of the check and returned bank fee by cash or money order and include a service fee of \$40.00 to cover the bank fee. We will not accept another check from that member. The Post office should be notified of and their key card deactivated, when paid notify them to reactivate the card. No future dues will be accepted from this member until the matter has been resolved.
24. When a member receives their 50-year honor shield. they will also receive a framed 50-year certificate.
25. In an emergency, The Executive Committee has the authority to disburse funds not to exceed \$200.00. This will need to be approved by the membership at the next scheduled regular meeting.
26. The President, Secretary and Treasurer will be responsible each year to be sure the taxes have been filed. The Unit fiscal year is July through June and may not always fall into the same as the Administrative year.
27. Any Unit 8 member, who is installed as President of this Unit and fulfills their obligation for the entire fiscal year, will automatically become eligible for an Honorary Life Membership from this Unit at the completion of their year in office. If this member already has this status, then no additional compensation will be provided. Any President presiding after 2011 will automatically fall under this rule if not already implemented
28. Unit 8 will pay dues for any incoming officer for the term of their office. The officer may be responsible for reimbursing the Unit for those dues if said officer submits a resignation letter. This will then be the decision of the Executive Committee.
29. The Treasurer will be responsible for filing the Annual Report each year. This must be done No later than May 1st of each year or a \$400 late fee will be incurred.
30. Rooms for convention: The President shall be responsible for reserving a block of rooms in January of the convention year. Rooms will be paid for by the Unit. The Unit credit card can be used for reserving these rooms
31. Rooms for Fall Conference: The President shall be responsible for reserving a block of rooms in August. The Unit Credit card can be used for reserving these rooms.
32. The Unit will pay for delegate rooms at Fall Conference and Convention providing the two (2) Senior delegate rule is followed. A \$40.00 per Diem will be allowed for 2 classes during the Breakout sessions as well as the full day of the General session. If only one class is attended and/or only a half day of the General session, delegate will receive a \$20.00 per diem.
33. Any member of the American Legion wishing to hold a duo membership in Unit 8- may do so by only paying the cost due to the Department of Florida at that time.

CONVENTION DELEGATE RULES:

(A) Each year the outgoing and incoming officers will be automatic delegates to the Department Convention.

(B) Any member of this Unit serving as a Department Committee Chairman, Committee Member or Department Officer will be an automatic delegate. Department Officers, who have their own vote, will be courtesy delegates, receiving room (if not paid by Department) and per diem only.

(C) The remaining number of allowed delegates will be elected by vote of the Membership at the meeting so called for.

(D) Delegates traveling alone or with another delegate and staying at the Convention Hotel will have the room paid for by the Unit, with a minimum of two (2) Senior attending delegates per room.

(E) If single occupancy is desired, the member must make her own reservation. She will receive one-half (1/2) of the applicable nights room rate minus the resort and sales tax. This will be waived if the member is unable to be self-sufficient in need of assistance.

(F) Delegates traveling with a spouse or significant other, whose room is paid for by the American Legion Post 8 or Squadron 8, will receive a \$40.00 per diem.

(G) Delegates traveling daily from home to the convention center and returning each night will also receive a \$40.00 per diem.

(H) For a delegate to be eligible for the full \$40.00 per diem – delegate must attend at least two classes during the breakout session and a full day at general sessions. If only one class is attended and/or only a half day of the General session delegate will receive \$20.00 per diem,

(I) Any delegate reserving a room independently will have said room paid for by the Unit provided that the two (2) Senior attending delegate per room rule is followed. If not, said delegate will receive a \$40.00 per Diem.

35. These Standing Rules may be amended by a two-thirds (2/3) vote at any regularly scheduled 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 JANUARY 12, 2023**

Audra Anderson 1/12/23
Unit President Date

Amy J. Arthur 1/12/23
Unit Secretary Date

Bonnie Seillard
Unit Constitution and Bylaws Chairman

1-12-23
Date