

JUN 03 2026

Unit 8

## **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 6:00 PM. An Executive Committee meeting shall be held the first Tuesday in the month of July, October, January and April unless otherwise specified and shall be called to order at 6:00 PM. Meetings will be held at the post state 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. Space the annual dues after of the junior membership shall be \$5 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, Junior Activities, Leadership, Legislative, Poppy and Public Relations, Veterans & Rehabilitation (VA & R).
5. Unit officers, consisting of the treasurer, president and 1st vice are authorized to sign checks for disbursement of funds from the unit treasury. All checks must have authorized signature. Checkbook and all financial documentation will be always kept in the office, exceptions must have of President approval.
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, the President may appoint another Auxiliary member to carry on the duties normally performed by the secretary.
8. A Budget Committee composed of (5) five 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 a regular meeting in August. The budget will be discussed in its entirety prior to the membership voting on its acceptance.
9. The president shall display a copy of the offices that will be open with a description of each officer's duties. Candidates may place their name on the sheet in a position that they would like to run for. This is to be done February 1st

the president or member that she appoints shall read off the names of the members running for office during the February March meetings. With the elections being held in April. At that time names will be read and the person must either be present to accept the position or the president should have in writing that they will accept the position. The president can then accept nominations from the floor asking 3 times period the person being nominated must be present to accept or have submitted in writing that they will accept.

10. This Unit shall be guided by the code of ethics as published In the National Auxiliary standing rules on page 23- 27.
11. The 1st Vice President shall be Membership Chairman of this unit. An initiation packet will be given to all new members.
12. The 2nd Vice President is the official host of this unit. This officer shall prepare as a sign-in sheet and greet new members attending each meeting. The officer should arrive 15 minutes prior to the meeting time to not only greet newcomers but answer any questions they may have. This position will be responsible for law-and-order plaques and junior ROTC award ceremonies in the spring and may also include duties of VA&R.
13. Audit: A (2) two-member committee shall be appointed by the president. Unit Accounts shall be audited in the month of January and July the period the July audit shall be completed at the end of the administrative year and before turning the books over to the new treasurer period the fiscal year for this unit will be July through June.
14. An officer may be removed from office for non-attendance of less than 70% of meetings. If an officer attends less than 70% of the meetings, they will be asked to submit a letter of resignation. At that time, the position will be filled by appointment by the President.
15. The president shall approve all orders directing disbursement of funds or general operations not exceeding \$200. Any disbursement over \$200, not covered in the original budget, must be approved by the general membership.
16. 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.
17. 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.
18. The official contact with Frierson-Nichols Post 8 of the American Legion shall be through the Unit president and Post Commander.
19. Resignation of any Unit Officer must be in written form stating reasons and presented to the chairman of the Executive Committee (President). All

- resignations shall be automatically accepted. At this time the president can appoint someone to fill the position with members approval.
20. Return check policy: The bank will only run the check through once; Member must then pay the amount of the check and return bank fee by cash or money order. We will not accept another check from that member. The Post 8 office should be notified of and their key card deactivated, when paid notify the office to reactivate the card. No future dues will be accepted from this member until the matter has been resolved.
  21. When a member receives their fifty year honor shield, they will also receive a framed 50-year certificate.
  22. In an emergency, the executive committee has the authority to disperse funds not to exceed \$300. This will need to be approved by the membership at the next scheduled regular meeting.
  23. The president and treasurer will be responsible each year to be sure the taxes have been filed. The unit fiscal year July through June and may not always fall into the same as the administrative year.
  24. Any Unit 8 member, who is installed as president of this unit and fulfills their obligation for the entire fiscal year and is reelected for a subsequent 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.
  25. 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.
  26. The treasurer will be responsible for filing the annual Federal taxes each year. This must be done no later than May 1st of each year or \$400.00 late fee will be incurred.
  27. 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.
  28. 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.
  29. The unit will pay for delegate rooms at fall conference and convention providing the 2 senior delegate rule is followed. A \$40 per diem will be allowed for four classes during the breakout sessions as well as the full day of the general session. If only one or two classes are attended and or only half a day of the general session, delegate will receive \$20 per diem.

30. May do so by only paying the cost due to the department of Florida at that time.
31. The Unit Executive Committee shall consist of the following: President; 1st Vice President; 2nd Vice President; Chaplain; Treasurer; Secretary; Historian; Sergeant at Arms; Assistant Sergeant at Arms; and three members at large. These offices are required to attend 70% of general and executive meetings.
32. Digital attendance will be allowed for Executive and General meetings. Must be pre-approved by the President. Code and password will then be sent.
33. A Copy of all Minutes will be kept in the Auxiliary office
34. All requests for Expense Reimbursement or the use of the Auxiliary Debit/credit card must include receipts and a completed and signed Internal Expense Sheet. Use of the Debit or Credit Card must be approved by the President or the Treasurer prior to usage 1st Vice may use Credit Card for all ALAMIS transactions as needed

#### CONVENTION/FALL CONFERENCE 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 delegates allowed 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 (2) two senior members attending delegates per room.
- (E) If single occupancy is desired, the member must make their own reservation. The members will receive (1/2) of the applicable nights room rate minus the resort and sales tax. Room rate should be equal or less than the units room rate this will be waived because the member is unable to be self-sufficient in need of assistance.
- (F) Delegates traveling with a spouse or significant other, his room is paid for by the American Legion Post 8 or squadron 8, will receive a \$40 per diem. The unit will pay 1/2 of the room rate to the Post.

- (G) Delegates traveling daily from home to the Convention Center and returning each night will also receive a \$40 per diem.
- (H) For a delegate to be eligible for the full \$40 per diem- delegate must attend at least 4 **(four)** classes during the breakout session and a full day at General Sessions. If only one class is attended and or only 1/2 day of the general session, delegate will only receive \$20 per diem.
- (I) If no additional rooms are available at Convention Center, and delegate reserves a room independently will be reimbursed by the unit provided that 2 senior attending delegates per room rule is followed and the room cost does not exceed the cost of the unit room extra fees will not be reimbursed. Delegates will receive a \$40 per diem. Parking will be paid at a maximum \$40 at the Convention Center.
- (J) PARKING: Handicap parking will be paid for or reimbursed by the unit at the Convention Center for up to \$40 per day. Receipt required.
- (K) Juniors attending their sessions and activities at the Convention Center will receive a one-time \$20

33. Standing rules may be amended by a 2/3 vote at any regularly scheduled meeting if notice has been given, by a majority vote.

**THESE STANDING RULES WERE, READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON**

Amy S. Mathus 4/9/2026  
 Unit President Date

Genie B. Meddings 4/9/2026  
 Unit Secretary Date

Kerissa Malen  
 Unit Constitution and Bylaws Chairman

14-16-26  
 Date