

American Legion Auxiliary
Makinson-Carson Unit 10, Inc.
Kissimmee, FL 34741

STANDING RULES

Makinson-Carson Unit 10, Inc., American Legion Auxiliary, hereby adopts the Unit Constitution and By-Laws as prescribed by the articles of the National Constitution, and the Department Constitution and By-Laws.

This Unit organization shall be governed by the current edition of Roberts Rules of Order, Newly Revised, in all questions not governed by the articles of National Constitution, the Department Constitution, and the Unit Constitution and By-Laws.

1. The regular meetings of the American Legion Auxiliary Makinson-Carson Unit 10, Inc. shall be held on the 4th Wednesday of each month, unless otherwise specified, and shall be called to order at 07:00 PM.
2. Executive meeting are held as called for by the President.
3. Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon notice, written or electronically, by 3 members of the unit.
4. The annual membership dues of Unit 10 shall be \$40.00 for seniors aged 18 years and older, and shall be paid annually and/or lifetime, and shall include the Department and National per capita. The annual membership for Juniors shall be \$6.00 paid annually.
5. The Unit shall pay the annual Department and National per capita for all Juniors until she reaches the age of 18 years.
6. The Unit shall pay the annual Department and National per capita for all Gold Star Mothers.
7. The Unit shall pay the annual Department and National per capita of any member with fifty (50) continuous years of membership with Unit 10.
8. Transfer of membership from another Unit and/or Department shall be upon application of the member to and upon acceptance by Unit 10, in conformity with National and Department Constitution and Bylaws. Transferring member shall provide a copy of his/her current membership card from the other Unit to show good standing. If not able to provide a copy of the current membership card, Membership chair shall contact the other Unit to confirm the member requesting transfer is a member in good standing. If

not, the Membership Chair shall instruct the transferring member what his/her options are.

9. The President shall appoint a Membership Chair for the purposes of all names and addresses of the members showing source of the eligibility. The Membership Chair shall have signage authority to the Unit's Checking account for the sole purpose of paying the assessments of memberships dues, renewals and new, to Department and National when forwarding transmittal listings to Department listing members who have paid their dues. Each check's memo section will indicate the corresponding transmittal number for which the check is written. The Membership Chair has the authority to sign checks outside the scope of membership solely upon the written instructions on the Unit's President and/or Treasurer.
10. 10% of earnings from weekly Meat Bingo shall go to the local veterans charity that has been chosen for that year.
11. There shall be the following committees: Veterans Affairs and Rehabilitation (VAR), Children and Youth, Americanism, National Security and Education.
12. Any question or issue that needs to be addressed in between meetings may be sent electronically to the Unit President via Email or Text. In addition, if a member cannot attend a regularly scheduled meeting, they may also do so via facetime, skype, zoom, or audio via cell phone.
13. Post 10's canteen/lounge shall be closed to Unit 10 members during Auxiliary meetings. Only one alcoholic beverage is allowed per member however it is at the President's discretion to ask a member to leave the meeting if the member appears to be intoxicated and/or unruly.
14. Five (5) members shall constitute a quorum at any meeting of the Unit.
15. An annual meeting of the Unit shall be held not more than 90 days nor less than 15 days of the Florida Department Convention each year for the purpose of electing officers and receiving annual reports.
16. All Officers and Executive Committee members shall be elected annually at the meeting duly called for that purpose. Nominations for candidates shall begin no earlier than 90 days prior to Convention. The Unit Secretary may be either elected or appointed according to the Bylaws. Election may be by voice vote if there is only one candidate; but where there are two or more candidates for the same office the election shall be by ballot and the majority of the votes cast shall be necessary to elect.
17. In case of a catastrophic event such as the pandemic of 2020 or another emergency, the Unit will follow Nationals protocol regarding election of officers.
18. The outgoing President of the Unit is a member of the Executive Committee for one year immediately following the year for which he/she served as President. However, he/she does not have a vote unless recognized by the Chair of if a vote is needed to break a tie. If the outgoing President is not available, then the presiding President shall be the tie breaker.

19. A nominating committee composed of three members shall be elected by the Unit for the purpose of presenting a slate of Unit Officers for the ensuing year. An Audit Committee will be appointed by the President for the purpose of auditing the Unit's financial records.
20. Delegates and alternates to Department Convention shall be elected at a Unit meeting duly called for the purpose no less than two weeks prior to Convention. Alternates shall have priority in order of their election.
21. Past Unit President's gift not to exceed \$25.00 will be presented to the outgoing President at installation of Officers.
22. Gifts not to exceed \$25.00 shall be presented to the Department President at the time of his/her official visit or at the installation of Officers, whichever first occurs.
23. In case of a catastrophic event such as the pandemic of 2020 or another statewide or national emergency occurrence happening, 2 years' operating expenses worth of funds or \$2,000 (whichever is higher) within the Unit's checking account is hereby established as a Reserve Fund so that the Unit would be able to support its operating costs, to include but not limited to taxes and assessments to Department and National.
24. Any member asking for financial assistance or any motion asking for a financial contribution to a member for any personal reason must be tabled until the Unit's next scheduled meeting so to allow time for the Executive Committee to meet in a special meeting called by the President to discuss the members needs, and then bring it up for a vote at the next scheduled meeting. There shall be a cap on assistance amount of no more than \$100 and only one time per fiscal year. Member shall remain anonymous.
25. In addition, prior the the monies being given, the requesting member shall meet with the Unit Chair of the AEF for advice regarding other options/assistance on the Department or National level.
26. Unit chairmen may not spend more than \$25.00 for their program unless is a budgeted item or has been voted upon and approved by the members at a Unit meeting.
27. The Unit President may have a monthly discretionary fund of \$100, Receipts to be given to Unit Treasurer.
28. Full Access to ALAMIS requires a Debit card issued for membership only.

These Standing Rules may be amended by a two-thirds vote by the members present at a Regular Unit meeting, or by a majority vote if no notice is given.

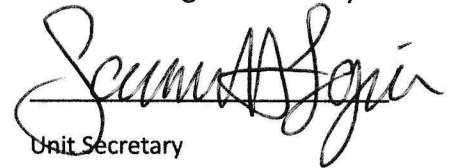
These Standing Rules were read and approved at a regularly scheduled meeting held on July 24th 2024.



Unit President

7/24/24

Date



Unit Secretary