

**AMERICAN LEGION AUXILIARY
SAULS-BRIDGES UNIT 13, INC.**

STANDING RULES

1. MEETING

- A. The Regularly scheduled General Membership meeting shall be held on the Second Thursday of each month at 7:00 p.m.
- B. The Executive Committee meetings will be held within seven (7) days prior to each regularly scheduled General Membership meeting.
- C. A minimum of seven (7) members shall constitute a quorum at Unit General Membership meetings.
- D. Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written request by three (3) Unit members.

2. OFFICERS

- A. The Unit shall annually elect a President, Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, and three (3) Members-at-Large who shall serve until their successors are duly elected or as otherwise appointed.
- B. Additional Officer Duties:
 - i. Vice President: The Vice President will serve as the Membership Chairman during the term. The Vice President will work with the Treasurer as the Treasurer directs.
 - ii. Treasurer: The Treasurer will serve as the Poppy Chairman.
- C. No member may run for more than one office concurrently, nor shall any officer hold two offices concurrently.
- D. Installation of officers may be concurrent with American Legion Post 13.

3. EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of President, Vice President, Treasurer, Secretary, Historian, Chaplain, Sergeant-at-Arms, and three (3) Members-at-Large.
- B. The Executive Committee will work with the Budget Committee to create an annual budget.
- C. Should an emergency arise, the Executive Committee shall authorize all expenditures up to \$200.00 (per event) between meetings with the approval of a quorum of the Executive Committee and shall report at the next General Membership meeting. A quorum shall constitute five (5) members.

4. NOMINATING COMMITTEE

- A. Nominating Committee composed of 3 members shall be elected by the General Membership one hundred twenty (120) days before Department Convention. The purpose of the Nominating Committee is to present a slate of officers for the ensuing year. The committee shall have the permission of each candidate for office to be

presented.

- B. All nominations, by committee or from the floor, shall be accepted only at the regularly scheduled General Membership meeting one month prior to the election.

At the next regularly scheduled General Membership meeting, the Nominating Committee shall present a slate of nominees. Nominations may be made from the floor and closed at that meeting with a majority vote by the General Membership in attendance.

- C. Election Tellers are appointed by the President and cannot be a nominee or a current officer.

5. AUDIT COMMITTEE

- A. The President shall appoint an Audit Committee consisting of three (3) members; the committee meets annually to perform financial audits. In addition, the Treasurer assists with records and supporting documentation.
- B. Each audit shall include bank statements, checkbooks, receipts, minutes, and budget for a complete audit. Including all items of monetary value stored in the Unit safe.
- C. Any person with check signing privileges is excluded from the Audit Committee.

6. BUDGET COMMITTEE

The Budget Committee shall consist of the Unit Treasurer, Executive Committee members, and all committee chairmen. The Unit budget should be presented for approval no later than the regularly scheduled General Membership meeting in September.

7. DUES

- A. The annual Senior Membership dues of the Unit shall be \$45.00 to include Department and National per capita.
- B. The annual Junior Membership dues of the Unit shall be \$5.00 to include Department and National per capita.
- C. Any new member accepted into membership from April 1 through June 30 shall pay a one-time prorated membership dues consisting of Department and National per capita; hence, the Unit waives its portion for this period. All future dues shall be paid at the current Unit rate.

8. SIGNATURES FOR CHECKS

Signatures of the President, Treasurer, Vice President, and Secretary shall be recorded at the bank. Two of these signatures are required on all checks per Department and National bonding regulations. Under no circumstance is an authorized signer allowed to sign any check when they are the payee.

9. REIMBURSEMENTS

- A. All requests for reimbursements must be submitted to the Unit Treasurer within 60 days of the expenditure and must include all receipts attached to a completed and signed official Unit reimbursement form. Reimbursements **not** turned in within 60

days will be considered a donation, and a donation receipt will be provided upon request.

- B. Submit the original receipt plus one copy.
- C. Unit items must be purchased separately from personal items.
- D. All expenditures must be pre-approved and must have a monetary cap. If the cap is exceeded, the excess expenditure will be reported at the next regular meeting, and the General Membership must approve the additional spending.

10. DONATIONS

All monetary donations received by the Unit for a specific project or event shall be given to the Treasurer. The appropriate chairman will be notified of the donation.

11. AUTOMATIC PAYMENTS

The Unit Treasurer will pay all fees needed to maintain compliance with federal and state requirements. The Unit's general operating costs will be paid routinely by the Treasurer according to the approved budget. All expenditures will be reported at the next General Membership meeting.

12. CONTINUOUS SERVICE PINS

- A. The Unit will purchase Continuous Service Pins for members that achieve 20 years of service and above.
- B. Any person who wishes to receive Continuous Service Pins in the 5, 10, or 15 years may purchase them personally.

13. CORRESPONDENCE:

All correspondence shall be sent to the Unit's official mailing address:
Post Office Box 3974, Tallahassee, FL 32315

14. ROSTER

Only the President, Vice President, Secretary, Treasurer, and Chaplain shall receive the membership roster per the National's privacy protection of unit members.

15. KEYS

Appropriate officers shall be provided the necessary keys. At the end of the term, each officer shall return said keys to the incoming Unit President. If a key is lost, the officer shall notify the Unit President immediately, request a replacement, and pay the cost of a replacement key.

16. TRANSFER OF RECORDS

Each outgoing officer and chairman shall transfer all Unit records to the incoming officer assuming duties of the office, including all possessions related to the responsibilities, including but not limited to written, digital, or electronic form, no later than the successor's effective date of official duty.

17. PASSWORDS AND COMBINATIONS

All Unit 13 online accounts and the Auxiliary safe shall be the property of Unit 13. Thus, all passwords for Unit 13 are provided to the Unit's President, Vice President, Secretary, and Treasurer. Whenever the safe is accessed, the sign-in, sign-out sheet must be completed. Passwords and safe combinations shall be changed after each election.

18. FUNDRAISER PROCEEDS

- A. All currency collected during fundraisers must be promptly turned over to the Treasurer in the form as collected. Personal checks will not be accepted as a replacement for the collected currency. (This does not apply to a member's donation, which may be made by check.) If the Treasurer is unavailable, arrangements for a substitute must be made in advance or as soon as possible. The Treasurer will notify the President who is assuming the responsibility of the funds.
- B. The General Membership will designate funds from all events/fundraisers to a specific fund.

19. MISS POPPY

Miss Poppy may be selected annually. The Unit will provide a tiara and sash for Miss Poppy; Miss Poppy will provide her appropriate dress and shoes. She will make a presentation at the annual Post 13 Veterans Day activities. At the end of her reign, Miss Poppy may keep her sash but return the tiara to the Unit for use by her successors.

20. GIRLS STATE

Participation in the Girls State program is essential to the Unit. The Unit will financially support Girls State delegates, including their registration fee and any other associated costs.

21. ANNUAL DEPARTMENT PRESIDENT'S VISIT

Unit 13 will host an annual Department President's visit. If the event is held at a restaurant, Unit 13 will pay for the meals of the current Department, District 2, and Unit 13 Presidents in attendance.

22. ADMINISTRATIVE COPIES

Costs for administrative copies for the Executive Committee and General Membership monthly meetings require prior Executive Committee and General Membership approval. Reimbursement guidelines will be followed.

23. PROSPECTIVE MEMBERS

The prospective member shall be allowed to attend one meeting prior to the application being accepted.

24. FALL CONFERENCE AND DEPARTMENT CONVENTION

- A. The President shall automatically be a delegate to the Fall Conference and Department Convention. All remaining delegates and alternates to Department

Convention shall be elected from the membership.

- B. Reimbursement for delegates attending the Fall Conference and Department Convention shall be consistent with the Florida Department American Legion Auxiliary policies and procedures.

25. PAST PRESIDENT RECOGNITION

A nameplate shall be purchased for each Unit President at the end of the term and added to the American Legion Auxiliary Past Presidents' Plaque.

26. ELECTRONIC COMMUNICATION

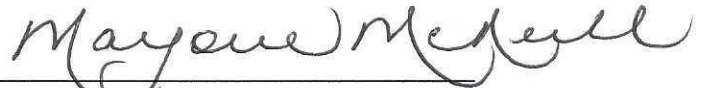
General Membership and Executive minutes will be electronically transmitted to members. Meetings may be held using any electronic media or mobile device. Unit 13 will use its email account and social media as applicable to communicate important information to the General Membership.

THESE STANDING RULES WERE READ, VOTED ON, AND APPROVED BY A TWO-THIRDS VOTE OF THE ATTENDING MEMBERS OF ALA SAULS-BRIDGES, UNIT 13, AT A REGULAR UNIT MEETING ON JANUARY 12, 2023.

Approved by -



Ivelle Nell Hewitt, Unit President
Constitution and Bylaws and Standing
Rules Committee Chair



Marjorie McNeill, Constitution and Bylaws
and Standing Rules Committee Secretary



Date Reviewed and Approved