

Meetings

1. The regular scheduled meeting of American Legion Auxiliary **St Petersburg Unit 14**, Inc. shall be held on the second Monday of each month, unless otherwise specified, and shall be called to order at 6:30 PM. Three (3) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
2. An Executive Committee meeting shall be held monthly. Three (3) board members of this Unit shall constitute a quorum at any E-Board scheduled meeting of the Unit.
3. The unit may conduct meetings, nominations/elections by electronic means if necessary (i.e., Zoom).

Dues & Membership

1. The annual Senior membership dues of the Unit shall be **\$40.00** to include Department and National per capita.
2. The annual dues of the Junior membership shall be **\$10.00** to include the Department and National per capita.
3. Honorary Members: An active member who held a position on the executive board or unit chairman and is over the age of 80. They would have to be nominated by the membership for a vote.
4. Honorary Member for a Gold Star Mother: If they are a member for three (3) years and provide two (2) hours of volunteerism each year.
5. Transfers will be approved by the general membership (to comply with Article VII in the Constitution) after an attempt to contact the previous unit has been made.

Elections

1. An annual meeting of this Unit shall be held not more than ninety (90) days nor less than fifteen (15) days before the Department Convention for the purpose of electing officers.
2. The installation of officers will take place at the same time as the Unit's Post home officers.
3. The transfer of responsibility for newly elected officers will take place during the June meeting. Incoming and outgoing officers are strongly encouraged to collaborate following the elections in May and throughout June to ensure a smooth and effective transition, maintaining Unit #14 compliance and continuity of operations.

Committees

1. 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, Membership, Past Presidents Parley, Poppy, and Public Relations.
2. **A Budget Committee** composed of three (3) members, including the Unit Treasurer, shall be appointed by the President, for the purpose of presenting a budget for the ensuing year.
3. **A Nominating Committee**
A Nominating Committee, composed of three (3) members, shall be elected by the membership for the purpose of presenting a slate of officers for the ensuing year. The committee shall secure the consent of each candidate before placing their name in nomination. The committee shall be formed no later than two (2) months before the election.
 - a. The committee shall be provided with the full membership roster, limited to names and telephone numbers.
 - b. The committee shall contact all members to inform them of the offices to be filled.

- c. The committee shall remind the membership of the upcoming election.
 - d. Members expressing interest in an office shall be referred to the position descriptions contained in the Constitution & Bylaws (C&B) and on the Department website at ALAFL.org and described duties for signature before installation.
4. **An Audit Committee** consisting of three (3) members shall be appointed by the President for the purpose of auditing the books of the Treasurer. The Treasurer should be present during the audit to answer questions only. No one on the Audit Committee should have authorization to sign checks.
 5. **All Unit officers and chairmen** must agree to attend training previous to, or within the first 6 months of serving.
 - a. Attend District School of Instruction, ABC training, Dept Convention, and/or Dept Fall Conference.
 - b. Or participate in District online training and/or National ALA Academy courses.
 - c. After completing training, a small report will be given at the next general meeting to highlight activities and learning.

Finances

1. **Unit elected Officers**, consisting of President, First Vice President, Treasurer, and the Membership Chairman, are authorized to sign checks for the disbursement of funds from the Unit treasury. All checks MUST have two of the four (4) above signatures.
2. **Expenditures** of funds by the unit shall first be approved by the membership; except that it is provided that the President may, in case of special need or emergency, expend from General Funds a sum not to exceed One Hundred (\$100.00) dollars once per month, without first being required to obtain such approval.
3. **Requests for money** over One Hundred (\$100.00) must be presented to the Executive Committee in advance of the next meeting. The Post Commander must make any request for funds by the Legion to the Auxiliary President.
4. **Treasurer:** If the treasurer leaves the area for more than two days, they must leave the checkbook and laptop in the locked file cabinet at the Post, as it is the property of the Auxiliary.
5. **Upon the death** of a member of St Petersburg Unit 14, a donation of \$25.00 will be sent to the Department Memorial Fund instead of flowers in their memory, and the family will be notified of the action.
 - a. In the event of the death of an immediate family member of an active Unit #14 volunteer, the Unit may provide a condolence gift not to exceed thirty-five dollars (\$35.00). The Unit encourages and supports voluntary contributions from the membership to supplement this expression of sympathy; however, participation in any such donation request shall be entirely voluntary.
6. **The Unit Audit** should be done quarterly. Sept, Dec, March, and June for the close of the fiscal year.
7. Three (3) debit cards shall be issued, one (1) for the membership chairman for the sole purpose of processing membership, one (1) for the President, and one (1) for the Treasurer for the purpose of purchasing for the unit.
 - a. All debit charges will need to show proof of receipt.
8. The annual budget will be presented to the general membership for approval at the July or August meeting.

9. The unit will present the District Installing team with a gift of \$50:
 - a. \$20 for the President, \$10 Chaplin, \$10 Sgt-at-Arms, \$10 Asst Sgt-at-Arms
10. All members responsible for Unit funds shall be bonded through the blanket Fidelity bond, and the Unit will pay the annual premium of six (\$6.00) to Department Headquarters as soon as the quota invoice is received.

Delegates & Alternates

1. The President and Secretary are automatic delegates by virtue of their office for the District Constitutional Conference (DCC).
2. Delegates & Alternates to the Department Convention shall be elected at a Unit meeting duly called for that purpose, not less than two (2) weeks before Convention. Delegates and Alternates shall have priority in the order of their election.
3. A \$35 stipend per vehicle for travel to and from the Dept Workshop, Dept Convention, and/or Dept Fall Conference will be provided.

Hotel Costs

1. For the Dept Workshop, we will pay for one room.
2. When two (2) individuals from each organization share a room, lodging expenses for the Department Convention and Department Fall Conference shall be shared between the Unit and the Legion/SAL. The Auxiliary member shall attend all required meetings.
3. We encourage double occupancy, when possible, due to the shortage of the room block.

Other

1. Cell phones must be turned off or put on vibrate/silent during unit meetings.
2. The Unit will purchase the Department Unit Guides for all Officers and Chairmen at Workshop.
3. A Past President jewel shall be bought and given to all Presidents retiring from office, other than for arbitrary resignation.
4. Keys Holders for the Auxiliary door and file cabinet:
 - a. Door: President, Treasurer, Membership Chairman, & Sergeant-at-Arms.
 - b. File cabinet: President, Secretary, Treasurer & Membership Chairman.
5. All Unit officers and chairmen shall sign the Code of Conduct, Code of Ethics, and Code of Confidentiality, as well as an acknowledgment of their description of responsibilities. These documents shall be maintained on file for a period of one (1) year. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

Amendments

1. These Standing Rules are adopted by a majority vote and may be amended by a two-thirds (2/3) vote at the regular unit 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, 2026.