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OCT 11 2023

### Sample Standing Rules

#### STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Florida Unit # 15, Inc. shall be held on 3rd Thurs of each month, unless otherwise specified and shall be called to order at 1PM. An Executive Committee meeting shall be held the 3rd Thurs of the month unless otherwise specified and shall be called to order at 12N.
2. Eight members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$ 50.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$ 10.00 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, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting of President - Barbara Smith, Secretary - Cherylanne Creech, Treasurer - Kathy Matthews (name at least three officer positions) are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.
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. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year. (Specify whether appointed or elected.)
8. 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 no later than two (2) months prior to election.
9. 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.
10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28. (You may add any other rules that may pertain to you Unit such as how

much money any chairman may spend – Does the Unit President have a discretionary fund and if so how much and how often – dress code, if any – etc.).

Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any 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 June 15, 2023

x Barbara J. Smith  
Unit President

x Cherylene Greer  
Unit Secretary

x Phyllis S. Smith  
Unit Constitution and Bylaws Chairman

Auxiliary Minutes June 15, 2023

Meeting called to order by President Barbara Smith. Barbara made a request that this meeting be very informal until we have our installation of Officers.

Eight Members present, Quorum reached for voting purposes.

All of the slate of officers were running unopposed. All nominations accepted.

President: Barbara Smith

1st Vice: Gloria Friday

2nd Vice: Dolores Smith

Secretary: Cherrie Ening      Treasurer: Kathey Matthews

Chaplain: Marti Gosselin

Historian: Judy Harris

Master at Arms: Virginia Merkel

Congratulations to you all. Our Installation is set for July 10, 2023 , 5pm at the Legion.

We are sharing the Installation Ceremony with the Legionaries of Post 15.

Audra or Jane hopefully will be presenting the Candidates .

We have a selection of foods we all are participating in. Judy Harris making Potato Salad

Barbara Smith baked Beans/ Deviled Eggs. Pork rolls, Barbeque style, Dessert.

Discussed increasing our dues for 2025.. Diana motioned to increase to \$50. Carol Dahlinger 2nd the motion. Show of hands accepted the increase.

Cherrie Ening motioned to allow all our proceeds of October 13, 14, Garage Sale go to our Post 15. Barbara Smith 2nd. Motion accepted.

Due to our successful Dinner/Dance, Virginia Merkel made a motion to give the Legion a check for \$600 to help defray their utilities costs. Carol Dahlinger 2nd motion. Unanimously approved.

Will present the Check to the Commander at our Installation.

Looking for more Fundraisers, Judy Harris to check with Beef OBrady's about a Bingo night.

Need volunteers to help in the kitchen on Kareoke Nights. Please contact Barbara Smith.

Calendar: July 10th, 2023, 5pm, Installation. All welcome.

July 20th, 1pm next member meeting.

Oct. 13th, 14th, Garage sale

Nov.,17th Dinner/Dance

Attendance: Barbara Smith, Cherrie Ening, Kathey Matthews, Judy Harris, Virginia Merkel, Diana Hill, Carol Dahlinger, Yolanda Gonzalez, Pauline Mourning.

This was compiled by Cherrie Ening. Secretary American Legion Unit 15 .

Minutes July 20, 2023

Meeting called to order by Barbara Smith, 1pm

Chaplain prayer done by Marti Gosselin; Pledge and Preamble by all.

Roll Call of Officers: Pres. Barbara Smith: 2nd Vice. Dolores Smith: Secretary Cherrie Ening:

Treasurer Kathey Matthews: Chaplain Marti Gosselin: Historian Judy Harris: SAR Virginia Merkel: Chairman Phyllis Smith.

Minutes read approved with 2 items corrected

Treasurer report as of July 20th \$5435.61

New Business: Judy Harris has booked a Bingo night at Beef OBrady for February 6, 2024

Tuesday night 6-9pm. Discussed basket making for prizes tentative date Feb 2, 10am

Yard Sale is still set for October 13, 14, 2023. Further discussion of also a bake sale. Already

Planned this Yard Sale donations go to American Legion. Audra and Jane hoping to attend.

Old Business: A check for \$600 will be presented to the American Legion Commander from

The Auxiliary Dinner/Dance. Date to present check is Saturday during Spaghetti dinner.

Committee reports: Looking for someone to check with neighboring schools for needy children

Who need school supplies. Phyllis Smith to check a school. Judy Harris to compile some Bookbags and school supplies.

Phyllis Smith reporting on couponing. #15, 3001 Coupons given total of \$9556.00

Our next dinner/Dance set for Nov 17th with Karl Sapp, entertainer. Further discussion for

Dinner plans and ticket sails

August 5, 2023 ABC School in Winter Haven. Arrive 9am, start 9:30am. Will car pool from Legion.

Reminder we are raising our dues to \$50 dollars for 2025. Process under way for changing

Bylaws. 2024 dues is due now, try to get them in soon, thanks.

Calendar:

Aug 5th ABC School

Aug 17th Members Meeting 1pm

Sept 21st members meeting 1pm

Oct 13th, 14th Yard sale

Closing Prayer "Our Father"

Adjourn 2:50pm

Minutes compiled Cherrie Ening, ALA