

**Standing Rules of  
American Legion Auxiliary  
Orlando Memorial Unit #19, Inc.  
Orlando, FL 32810  
Department of FL  
January, 2023**

1. The regular scheduled meeting of American Legion Auxiliary Orlando Memorial Unit #19, Inc. shall be held on the 1<sup>st</sup> Thursday of each month, unless otherwise specified and shall be called to order at 6:30 PM.
2. Five (5) members of this Unit shall constitute a quorum at any regularly scheduled meeting.
3. Any member in good standing of the American Legion Auxiliary Orlando Memorial Unit #19 has the right to aspire to and hold any office.
4. Applications for membership will be read at Unit Meetings and members shall vote orally on each submitted application. If uncertain, voting shall be held by ballot. A majority is required for approval.
5. Annual membership dues of this Unit shall be forty (\$40) per Senior and seven (\$7) per Junior member.
6. A Life Membership may be awarded in the Unit for long and outstanding service.
7. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.
8. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."
9. Registration fees for Department Convention Delegates are to be paid by the Unit.
10. The Unit will purchase Unit Guides annually and furnish the same to all current Unit Officers.
11. A Legion Post has no authority to regulate a Unit and vice versa.
12. A stipend of \$150 each for the Fall Conference and the Department Convention will be given to the President or a designated delegate representing Unit 19 (if the President is unable to attend) to offset the expenses upon presentation of receipts. President and/or Delegate must attend all sessions of the Conference and Convention.
13. When invoices are received, they should be paid upon receipt (Do not hold the bill).

14. These Standing Rules may be amended by a two-thirds (2/3) vote at any regularly scheduled meeting, or if notice has been given, by majority vote.
15. In addition to Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
16. Unit elected Officers, consisting of President, Past President, Treasurer, and Secretary are authorized to sign checks for disbursement of funds from the Unit Treasury. All checks must have two of the three names above signature.
17. 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.
18. A minimum of three (3) signatures are to be on file with two (2) signatures required on each check. The Treasurer's checkbook needs to be left with the President in the event she will not be at the next meeting. (One or two checks should be left with the President in the event the Treasurer is unable to make the next meeting in case a bill is presented for payment.)
19. 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.
20. A quorum is one third of the Executive Committee. All Past Presidents have a vote but are not considered in the quorum.
21. The President has a discretionary fund of \$250.00 that she may use as deemed necessary for emergencies.
22. Nominations for all offices for the ensuing year will be made from the floor at the April Meeting. Elections will take place at the May Meeting.
23. These standing rules may be added to, amended or deleted at any regular Unit Meeting by an affirmative vote of a simple majority of the Unit Members present and voting at said meeting.
24. When there is a meeting and an Auxiliary Member is in the building, they either have to come into the meeting for an hour or leave the premises.

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X Kathleen DeRouin  
Kathleen DeRouin  
Unit President

X Deborah Foster  
Deborah Foster  
Unit Secretary

X Catherine Lindner  
Catherine Lindner  
Unit Constitution & Bylaws Chairman

01/05/2023  
Date approved by Unit

X \_\_\_\_\_  
Department Constitution & Bylaws Chairman

\_\_\_\_\_  
Date Approved