

## STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Placid Unit 25, Inc. shall be held on 2<sup>nd</sup> Monday of each month, unless otherwise specified, and shall be called to order at 5:00 p.m. An Executive Committee meeting, if necessary, shall be held the 2<sup>nd</sup> Monday of the month and shall be called to order at 4:00 p.m. Special meetings may be called at any other date, time and place duly notified.
2. Six (6) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit. Six (6) members of the Executive Committee shall constitute a quorum at any duly called Executive Committee meeting.
3. The annual Senior membership dues of the Unit shall be \$40 for 2023 **and \$45 beginning in 2024 (adopted 1-10-23)** to include Department and National per capita. The annual dues of the Junior membership shall be \$5 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, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
5. Unit Officers, consisting of President, First Vice President, Second Vice President and the Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks **MUST** have two (2) of the above four (4) officer signatures.
6. President may spend up to \$100 per fiscal year at her discretion on Auxiliary matters without Unit approval.
7. All Unit expenditures not covered in the Budget must be authorized by the membership prior to obligation being incurred and bills so authorized must be presented to the membership for payment.

8. All members responsible for Unit funds shall be bonded through blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.
9. In February, a Nominating Committee composed of three (3) members, shall be appointed by the President, for the purpose of soliciting and identifying and then presenting a Slate of Officers to the Unit for the upcoming year. The Committee must have the permission of each candidate for office in order to be presented by this Committee.
10. In March, the Nominating Committee shall present its Slate of Officers for the upcoming year and the President shall call for any further nominations from the floor.
11. In April, the Unit shall hold its annual Election of Officers. President shall again call for any further nominations for any office from the floor. President shall appoint three (3) members to the Audit Committee.
12. In May, President shall appoint Core and Other Committee Chairs. Said list shall be ratified by the membership and forwarded to District President.
13. In June, the Audit Committee shall report to the Unit membership its findings after reviewing of the Unit's deposits and expenditures.
14. In June, a Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the President, with concurrence of incoming President, for the purpose of preparing and presenting a budget for the ensuing year. Committee chairs should advise Budget Committee of any expected expenditures expected of by the committee.
15. Auxiliary members are encouraged to be active at the District, Department and National level. With prior Unit 25 membership approval and funds being available, reimbursement for attendance at such functions will be as follows: Department Fall Conference and other Workshops (up to 2 nights);

Department Convention (up to 3 nights); and National Convention (up to 6 nights). Rooms will be compensated at a rate of \$150 per night, plus \$30 per diem for delegates who attend provided they attend the majority of meetings each day. If they do not attend, an amount determined by the President shall be deducted from their reimbursement. If a husband and wife attend and the Legion is paying for room, Auxiliary will not duplicate pay for same room. **Unit 25 shall reimburse Auxiliary driver for roundtrip mileage for any District or Department function, if not reimbursed by Legion Post 25 or SAL, at Department of FL authorized reimbursement rate (for 2022-2023, the rate is \$ .25 per mile). After second and discussion, motion passed. (Adopted 12-19-22)**

16. June 1<sup>st</sup> is Close of Books and it shall be the annual goal of Unit 25 to work toward obtaining 100% membership each year.
17. Installation of Officers takes place at the time and manner set by Post 25. The outgoing Auxiliary President shall coordinate with Commander on the plans for such installation (food, drinks and decorations). Unit shall present installing officer with a monetary give. Outgoing Unit President shall receive a Past President's pin or gift of equal value. Officers assume office immediately following Installation of Officers.
18. At next Unit meeting following Installation, Budget committee will present its budget for the upcoming fiscal year. Membership may propose changes from the floor. Budget shall be ratified by the membership.
19. Being an Officer is a serious commitment which requires faithful attendance at as many meetings as possible. Any officer absent for three (3) consecutive meetings, without valid reasons acceptable to the President, may be asked to resign.
20. No smoking will be allowed during regularly scheduled meetings. A member may bring an alcoholic drink into the meeting; however, Sergeant at Arms may ask any member to leave meeting for any disorderly conduct.
21. Unit 25 membership list is private property of Unit and shall not be made

available to any prospective candidate for public office nor any outside organization or group of people not associated with the American Legion Auxiliary Unit 25.

22. Any member participating in Unit activities is encouraged to wear an Auxiliary shirt and/or Auxiliary name badge.
23. Any member attending any Legion family funeral or memorial service is encouraged to wear white blouse with Auxiliary pin and name badge and black- or navy-colored slacks or skirt.
24. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting if notice has been given or by a majority vote without notice.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON 13<sup>th</sup> DAY OF FEBRUARY, 2023.

Patricia Bloom

Unit 25 President

Linda J. Kalanik

Unit 25 Secretary

Linda J. Kalanik

Unit 25 Constitution and Bylaws Chairman

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Department of Florida  
Constitution & Bylaws Chairman

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Date Approved