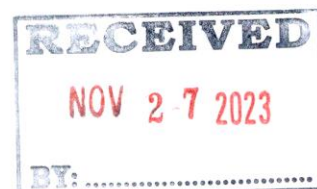


Standing Rules

Unit 38

Fort Myers, Florida

1. The regular scheduled meeting of the American Legion Auxiliary unit 38, Rabe O. Wilkison, shall be held on the first Wednesday of each month, unless otherwise specified, and shall be called to order at 6pm. An executive Committee meeting shall be held at 5pm on the same day if deemed necessary by the unit president or designee. Annually, the July meeting will be suspended in observance of Independence Day.
2. Three members of this unit shall constitute a quorum at any regularly scheduled meeting of the unit.
3. The annual Senior membership dues of this Unit shall be \$45 to include Department and National per capita. The annual due of the Junior membership shall be \$10 to include Department and National per capita. This increase will be effective for year starting 2024-2025 membership year.
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, Legislative, Past Presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting of the President, 1<sup>st</sup> Vice, and Secretary/Treasurer (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 authorized signatures.
6. All members responsible for the Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.
7. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.
8. 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. Unit 38 members will appoint the budget committee.
9. A Nominating Committee, composed of two (2) members, shall be selected 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 shall form no later than two (2) months prior to election.



10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing rules on pages 22-28.
11. All applications for membership and requests for transfer will be acted upon at the next regular business meeting following the receipt of the application or request. Each application or request will be accepted or referred for further investigation and consideration. A majority of votes shall be required for acceptance. Voting may be by a show of hands or paper ballot, at the discretion of the Unit president. Membership cards will be sent in the mail.
12. If any officer wishes to resign, it must be done in writing. All property belonging to the Unit must be returned immediately.
13. Installation of Officers shall be at a time coinciding with the Post to which the Unit is attached. Officers elected assume their duties July 1<sup>st</sup>. The outgoing Unit President will coordinate the installation details with the Post Commander.
14. For any Unit Officer being installed, their dues must be paid through the ensuing year.
15. Registration and meal costs incurred based on attendance to Unit School of instruction or Auxiliary Basic Concepts School will be covered by the Unit.
16. Cost associated with travel to out-of-area Auxiliary events such as Convention or Conference will be voted upon at a meeting prior to travel. Monetary consideration will be based upon the financial position of the Unit at the time.
17. In memoriam of the passing of a Unit member, Unit 38 will send a sympathy card to the family of the deceased. Additionally, the Charter will be draped at the next regular meeting and will remain draped until the following meeting. At the discretion of the Unit, a \$25.00 contribution may be sent to the auxiliary Memorial Scholarship Fund in their honor.
18. The Unit shall pay the first-year dues of a female/male veteran eligible for membership in the American Legion and wishing to join the Unit.
19. Officer elections shall be by paper ballot, and a majority of the votes cast shall be necessary with the nominee declared. If there is only one person nominated for the office, the ballot may be dispensed with and that nominee declared a winner.
20. During any pandemic or emergency, at the Unit president discretion, video or audio conference calling may be permitted for the purpose of a general or emergency meeting. Also, voting may be done by this means.

Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting, or if notice is given, by a majority vote.

THESE STANDING RULES WERE READ, VOTED AND APPROVED AT OUR REGULAR MEETING ON  
NOVEMBER 1, 2023.

x Vanessa Metcalf  
UNIT PRESIDENT

x Sharon Beck  
UNIT 1<sup>ST</sup> VICE and Unit Constitution and Bylaw Chairman

x Marsha J. Martini  
UNIT SECRETARY

x \_\_\_\_\_  
DEPARTMENT CONSTITUTION AND BYLAWS CHAIRMAN