

STANDING RULES
OF THE
AMERICAN LEGION AUXILIARY
STEPHEN N. GLADWIN Unit #40, INC.
810 U.S. # Highway #1
Fort Pierce, FL 34950

1. MEETING DATE AND TIME. The regularly scheduled meeting of American Legion Auxiliary, Stephen N. Gladwin Unit #40, Inc., shall be held on the second Monday each month, unless otherwise specified and shall be called to order at 7:00 PM. An Executive Committee meeting shall be held on the same day, fifteen minutes prior to the start of the regularly scheduled meeting.

2. MEMBER CONDUCT (RENAME as MEMBERSHIP and MEMBER CONDUCT. Renumber sections.)
Section 1: All applications and transfers for membership shall be acted upon at the next regular meeting following the making of such application, and shall be at such meeting, accepted, rejected or referred for further investigation and consideration. The Membership Chairman shall acquire all necessary documents from prospective members as directed in the National guidelines prior to voting on each member. The vote can be either oral or ballot. Applicants should not be present during the vote. All new member's application for senior member must be voted on. Majority rules.

Section 2: All members are expected to be congenial, friendly and avoid discussion of Unit business or personalities at the Canteen.

Section 3: All members are strongly encouraged to attend, volunteer, and participate in Auxiliary meetings and events.

Section 4: No alcoholic beverages or smoking will be allowed into the meeting.

Section 5: On meeting night, any member sitting in the canteen, who chooses not to attend the meeting, will NOT be allowed to drink at the bar, nor will they be allowed to participate in ANY games of chance until the meeting has concluded.

3. QUORUM. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.

4. DUES. Beginning with the 2022-2023 term, the annual Senior membership dues of the Unit shall be \$40.00, to include Department and National per capita. The annual dues of the Junior membership shall be \$5.00 to include the Department and National per capita.

5. COMMITTEES. 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.

BUDGET COMMITTEE

Section 1. 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.

Section 2. NOMINATING COMMITTEE

A Nominating Committee of at least three (3) members shall be elected by the general membership, for the purpose of presenting a slate of officers for the ensuing year. The committee shall be formed no less than two (2) months prior to elections. Such appointments shall be ratified by the Executive committee and voted on by the general membership. The Nominating Committee shall "scout" potential officers and have a responsibility to bring forth eligible (members in good standing), knowledgeable and willing officer candidates. The committee shall have the permission of each candidate for an office in order to be presented by this committee. The Nominating Committee will call for nominations of officers at the March meeting and present the slate at the April meeting. Final nominations can be made from the floor prior to voting on the day of election. Any candidate absent at the meeting on the day of elections will be required to provide a letter in writing accepting the nomination prior to meeting.

Section 3. EXECUTIVE COMMITTEE

An Executive meeting may be held when called by the President, but only meets when necessary, as their charge is to govern the Unit in-between meetings.

The Executive Committee meeting is open to any member in good standing for observation purposes only. The executive Committee members reserve the right to invite any member or chairman of a committee to report and observe.

The Immediate Past Unit President is the de facto voting/voice member of the Executive Committee by virtue of their position. If the Past president holds an office that places her on the Executive Committee, then the next past president in succession becomes the de facto member of the Executive Committee.

The Sunshine Fund has been an approved fund-raiser for the unit. The funds raised can be used for members in need, or other member needs as presented to the General Membership for a vote.

Best practices for this program and fund usage are under separate cover and shall be made a part thereof.

6. ADDITIONAL DUTIES OF OFFICERS / CHAIRMAN

Section 1: FIRST VICE PRESIDENT

The 1st Vice President shall perform duties as requested by the President. The 1st Vice president shall, in the absence of the President, perform the duties of such and shall succeed the President in office in the case of death, resignation or removal.

Section 2. MEMBERSHIP CHAIRMAN

The Executive Committee may appoint a membership chairman, by recommendation to the general membership who will then vote on ratification of said appointment. The Membership Chairman will process all applications. All members will be voted upon.

Section 3: SECOND VICE PRESIDENT

The Second Vice President shall oversee all Unit extracurricular activities which include: dinners, raffles and dinner dances. The 2nd Vice President shall render reports of such activities at monthly meetings and shall request and arrange for volunteers to assist in such activities.

Section 4. TREASURER

The Treasurer's accounts shall be audited annually by the audit committee at the close of the term. The Audit Committee shall consist of three members, appointed by the President.

The Treasurer will be a member of the Budget committee and a non-voting member of the Audit committee.

All records belonging to the Unit, including the checkbook, shall remain locked up in the Unit file cabinet at the Post at all times. The Treasurer, President and First Vice President will have keys for access to the file cabinet.

Section 5. SECRETARY

The Secretary shall be appointed by the President. The term shall run the same as with all other elected offices, one year.

A tape recorder may be used to record the minutes of the meeting and members shall be made aware that a tape recorder is being used.

Section 6. HISTORIAN

The Historian is encouraged to present the factual running story of the accomplishment of each program. It will be at the discretion of the Historian to submit a "scrapbook" for the annual Department Convention contest.

Section 7. SERGEANT-AT-ARMS

Sergeant-At-Arms has the duty of guarding the door, allowing only members to enter once the meeting has begun. The Sergeant-At-Arms shall check all membership cards of attendees to verify that membership is current. The Sergeant-At-Arms shall check for Auxiliary members in the Canteen during Unit meetings and announce that the meeting is about to begin.

Section 8. ASSISTANT SERGEANT-AT-ARMS

Duties of the Assistant Sergeant-At-Arms are to assist the Sergeant-at-Arms and in the absence of the Sergeant-At-Arms, perform those and other duties as requested by the President.

7. DISBURSEMENT OF FUNDS

All distribution of funds must have the approval of the general membership. If for some reason the request for disbursement of funds must be decided prior to the next general meeting, the Executive Committee may vote on the disbursement and then bring the proceedings to the general membership for ratification at the next meeting. If the Executive Committee does not have a scheduled meeting, in the extreme emergency, the President may poll the Executive Committee members by phone or e-mail. A concerted effort must be made to contact all Executive Committee members for their vote.

Three signatures shall be recorded at the bank for signing checks: Treasurer, President, and the First Vice President. These officers are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.

The President will be permitted to spend up to \$100.00 for event necessities and/or requested donations from the discretionary account. This total disbursement is limited to once per month.

At the next meeting, the President shall submit receipts and reconciliation sheet for said expenditures. If the President is provided a check/cash of \$100.00, they must account for the full amount of the funds by providing receipts and a reconciliation sheet to the Treasurer. They shall either return the unused portion or provide explanation of any overage. Overages must be voted on by the general membership.

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.

8. INSTALLATION OF OFFICERS

Unit Officers should be installed immediately following their election or as soon thereafter as possible. While installation of officers is desirable, it is ceremony and not mandatory. An officer takes possession of the office immediately upon the election. All officers and committee chairman shall be prepared to turn all their records over to their successor immediately after election. It is customary that ALL officers have paid their dues for the ensuing term prior to being installed.

District dues of \$25.00 shall be provided to the District President at Installation.

A gift to the installing officer is customary but not mandatory.

9. MEETING DURING AN EMERGENCY

Unit meetings may be held in person or in emergency, via election means, Voting may be by voice, ballot, email or other electronic means.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING
ON 6-13-2022.

x Joni Taylor
Unit President

x Pat Kettering, Prom Tem
Unit Secretary

x Robin Burk
Unit Constitution and Bylaws Chairman

Copy to: Department Constitution & Bylaws Chairman (for review only)