

STANDING RULES

Theodore H. Hernandez, INC.
American Legion Auxiliary Unit 54
Department of Florida
626 South 3rd Street
Fernandina Beach, FL 32034

1. The regular scheduled meeting of American Legion Auxiliary Theodore H. Hernandez Inc. Unit 54 shall be held on the first Tuesday of each month, unless otherwise specified and shall be called to order at 7:00 pm. An Executive Committee meeting shall be held the first Tuesday of the month unless otherwise specified and shall be called to order at 6:00 pm.
2. Five (5) members of the Unit shall constitute a quorum at any regular scheduled and/ or special meetings of the Unit. One (1) officer or Past President of the Unit must be present to conduct a regular meeting and /or special meeting.
3. 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 \$7.00 to include the Department and National per capita, to be effective with Dues year 2025.
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 Officers, consisting of President, Treasurer and Secretary are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two (2) of the three above signatures.
6. The following may have a debit card assigned to the bank account, President, Treasurer, and Membership chair.
7. The Membership Chair shall have authorization to electronically pay dues as per ALAMIS instructions. The President will be granted full access to ALAMIS in the event that the Membership Chair is unable to fulfill the duties of that office. The Unit shall pay the allocated amount annually to department for this.
8. All Unit officers shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.
9. In the event of emergent situations the ALA Unit Checkbook shall remain in a lock Box at American Legion Post 54.
10. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed to carry on the duties normally performed by the Secretary.
11. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the President-Elect, for the purpose of presenting a budget for the ensuing year.
12. 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.
13. Members of the Nominating Committee may be nominated for any office without resigning from the Nominating Committee.
14. All Monies received shall be deposited as soon as possible. New member's monies shall be held until the Legion has certified eligibility.
15. During meetings of the American Legion Auxiliary Theodore H. Hernandez Unit 54 there will be no smoking and no consumption of alcoholic beverages allowed. Anyone attending a meeting intoxicated and disruptive will be politely asked to leave.
16. An Auditing Committee composed of three (3) members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and making a report of the audit to the Unit.
17. Gifts for visiting dignitaries will be limited to a total cost of fifty dollars (\$50.00) per gift.

18. There will be a twenty dollar (\$20.00) check presented to the installing District officer at the annual installation of Unit officers to pay the Unit's District dues.
19. Annual Convention Delegates: If available in the budget, the Unit will reimburse the elected delegates up to \$200.00 each for fuel and hotel each to attend convention. All Receipts to be provided within 30 days of Convention.
20. Workshop/Fall Conference: If available in the budget the Unit will provide the President up to \$500.00 for Fall Conference for hotel and mileage to attend. Mileage shall be reimbursed at the current rate that Department reimburses. The Unit will provide up to \$1250.00 total for members to attend either Workshop or Fall conference for Hotel and Mileage not to exceed more than \$250.00 per member. An expense sheet with receipts to be submitted to the Treasurer within 7 days A written narrative of sessions attended to be submitted to the Secretary within 30 days of the event attended.
21. The President has a discretionary fund of \$200.00 each fiscal year to be used only if a charitable donation need arises between meetings. He/She may contact the Treasurer to issue a check for the donation and report the donation at the next regularly scheduled meeting.
22. These Standing Rules may be amended by a two-thirds (2/3) vote of the members present at a regular Unit meeting; or, if notice has been given, by a majority vote.
23. The Unit shall be guided by the Code of Ethics as published in the American Legion Auxiliary National Constitution, Bylaws and incorporated in these Standing Rules.

These Standing Rules were read and approved at our regularly scheduled Unit meeting held on November 7th, 2023.

Kelley McCrimmon

Kelley McCrimmon
Unit 54 President

Robin Watrous

Robin Watrous
Unit 54 Secretary/Unit 54 Constitution and Bylaws Chairman

11/7/2023

Date Approved