

SOUTH LAKE MEMORIAL AMERICAN LEGION AUXILIARY UNIT 55 INC.

REVISED November 24, 2024

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary South Lake Memorial Unit 55 shall be held on the 1st Tuesday of each month, unless otherwise specified shall be called to order at 7:00pm. An Executive Committee meeting shall be held the 1st, Tuesday of the month at 6:30 pm unless otherwise specified.
2. 5 members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$40.00 (Forty dollars) for fiscal year 2024-2025 to include Department and National per capita, and shall increase to \$45.00 (Forty-Five dollars) for fiscal year 2026 and each year thereafter until amended. The annual dues of the Junior membership shall be \$8.00 (eight dollars) to include the Department and National per capita.
4. In addition to the Core Committees listed in the Bylaws, the Unit may 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 elected Officers, consisting of, President, First Vice and Treasurer, are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.
6. 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.
7. Where deemed necessary, a Recording Secretary may be 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 Executive Committee, for the purpose of presenting a proposed budget for the ensuing year at the membership meeting immediately following the completion of the audit for membership discussion and approval.
9. The President and Chaplain shall be authorized a discretionary fund of up to \$100 (One Hundred Dollars and 00/100) each, per calendar month, to use for minimal expenses such as cards, flowers or gifts for Members during their or a family member's illness or passing or any fees or expenses to further a program or community event the Unit is supporting. Prior to spending, the President or Chaplain shall confirm with the Treasurer that the funds are available in the General Fund. The President or Chaplain shall communicate the intended expense to the Executive Committee for full disclosure.

President and Chaplain shall keep receipts and present to the Treasurer for reimbursement. The Treasurer shall include such expenses in their monthly report at the next meeting of the Members.

10. Nominations for the Executive Committee positions shall come from the floor or by self-nomination during a regular, scheduled meeting of the members at the February, March and April meetings with elections held at the May membership meeting.
 - (a) All candidates must be a member in good standing and accept their nominations during the meeting in which they were nominated or in writing submitted to the current Executive Committee prior to the April meeting in order to finalize the slate of candidates
 - (b) In the event of unforeseen circumstances, the Unit will make a good faith attempt to reach the entire membership if there needs to be a change in the nominations and voting process.
11. An Audit Committee consisting of three (3) members shall be appointed by the Executive Committee for the purpose of auditing the books of the Treasurer. The Treasurer should be present during the audit to answer questions only. No one on the Audit Committee should have authorization to sign checks. The audit should be completed each year by July 31st to be presented at the August membership meeting.
12. The Unit shall be guided by the Code of Ethics and Code of Conduct as published in the National Auxiliary Standing Rules.
13. Electronic signatures on documents are acceptable and binding.
14. In the event of an emergency or unforeseen disaster, electronic meetings may be held and documented in the minutes of the Unit.
15. The Executive Committee shall appoint the Unit Membership Chair from the members of the Executive Committee. The Membership Chair shall process membership on a timely basis online through the National ALA MIS ("American Legion Auxiliary Management Information System"). The Chair shall have full access to ALA MIS and membership will be paid by Unit Debit/Credit card and all printed receipts from National shall be provided to the Unit Treasurer in print or by email. The Unit President shall have READ ONLY access to National ALA MIS.
16. Elected delegates to the Department Convention shall receive a stipend, ***provided funds are available*** for the days they are in attendance. The stipend will be voted on by the membership at the meeting where the delegates are chosen. Delegates must attend the sessions on the days they are in attendance to receive the stipend.
17. For the benefit of the Unit, all Executive Committee members shall commit to attending a minimum of six (6) meetings per term. Should an officer be unable to attend a minimum of six (6) meetings, they may choose to resign, or the President may choose to bring the matter to a vote of the Executive Committee to determine if

the officer shall be required to resign and a replacement appointed in accordance with Article I, Section 2 of the Bylaws. A minimum of three (3) Executive Committee Members may also initiate a vote to replace an officer due to attendance concerns. The replacement of a Member-At-Large position shall be optional. Zoom/Facetime attendance shall be acceptable if the absent officer coordinates in advance with another member of the Executive Committee to orchestrate their participation.

18. The Auxiliary Emergency Fund (AEF) is a grant initiative available to eligible members who have endured a significant financial setback because of a natural disaster or other hardship. Grants are awarded at the Unit, Department of Florida and National levels. The Unit AEF is funded by the efforts of the Unit Members with grants up to \$500 per person, per fiscal year. To be eligible for a grant, the Member must have maintained annual ALA membership for two (2) consecutive years; the current year and the year prior to the application.
 - a) The types of hardship assistance shall be in accordance with the National ALA AEF program.
 - b) The AEF Review Committee shall consist of the President, 1st Vice President, the AEF Chairman, Treasurer and Chaplain.

THE PROCESS FOR APPLYING FOR A UNIT GRANT IS AS FOLLOWS:

1. Application for grants can be located under the files tab on the Unit 55 Members Only Facebook page or by request to a current Executive Committee member. Applications should be emailed to Unit55President@gmail.com or dropped in the Auxiliary Mailbox at the post marked "AEF Application" on the envelope.
 2. The Unit AEF Review Committee will meet to review the documentation provided. The Committee may have questions or request additional documentation prior to determining if the grant is approved.
 3. All Member information shall be held in strictest of confidentiality. However, the grant amount will be reported to the Membership at the next meeting indicating a deduction to the AEF account for the support of a Member.
19. The Secretary shall make draft minutes available to all Members for review prior to the next general meeting by email or uploading to the Members Only Facebook page.
 20. These Standing Rules may be amended by 2/3 vote of the members at a regular meeting provided the proposed amendments shall have been read at a previous meeting.

THESE STANDING RULES WERE READ, AND VOTED ON AT OUR
REGULAR UNIT MEETING HELD ON JANUARY 7, 2025.

Donna Schneider
President

Yvonne Hargis
Unit Constitution & Bylaws Chair