

American Legion Auxiliary  
Walls-Rives Unit #58, Inc.  
Department of Florida  
Dunnellon, FL 34432

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary\_ Wall Rives\_\_\_ Unit #\_58\_\_\_\_, Inc. shall be held on 1<sup>st</sup> Wednesday\_\_ of each month. Unless otherwise specified and shall be called to order at\_4:30 PM\_. An Executive Committee meeting shall be held the 1<sup>st</sup> Wednesday of the month unless otherwise specified and shall be called to order at\_\_4:00 PM. Meetings are recessed in July and August unless otherwise called.
  2. \_3 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 \$\_35.00\_\_ to include Department and National per capita. The annual dues of the Junior membership shall be \$\_N/A\_no Juniors\_ 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, Americanism, Constitution and Bylaws, Membership, National Security, Audit, Veterans Affairs and Rehabilitation, Poppy, Public Relations and such other mission and member/organizational support committees.
  5. Unit elected Officers, consisting of President, Vice President, 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 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. 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. (Specify whether appointed or elected.)
  8. 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 permission from each candidate for an office to be presented by this committee. This committee is to form no later than two (2) months prior to election.
  9. An Audit Committee consisting of three (3) members shall be appointed by the President 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.
  10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.
- An annual meeting of this Unit shall be held not more than ninety (90) days, nor less than fifteen (15) days prior to the Department convention each year for the purpose of electing officers.

- Special meetings of this unit may be called by the President, by a majority of the Executive Committee, or upon written request of three (3) members of the Unit.
- At regular meetings and functions except funerals and memorials, members will wear the red shirt with the ALA Emblem with Unit number and black pants.
- All Auxiliary members shall wear white to funerals and memorial services.
- The President shall assist the Post in the yearly installation plans, which will coincide with the Auxiliary installation in June.
- No gifts shall be presented at the installation except for the Past Presidents pin.
- The Unit will pay for one (1) hotel room for three (3) nights for the fall and spring conferences, and the Department Convention. Members shall room together whenever possible. The Unit will also pay the registration fee for delegates and alternates.
- The Unit shall pay for Unit Guides for the Officers and Chairmen.
- All incoming Officers and Executive Committee members shall pay their dues prior to convention.
- Any incoming Department Officer from Unit #58 will be presented with a corsage at the time of her installation at the Department Convention.
- A gift of flowers or fruit basket, with a limit of \$50.00 is to be sent once a year, to any hospitalized Unit member, by the Unit Chaplain.
- For deceased members, a donation of \$25.00 shall be sent to the Department Memorial Scholarship fund in their memory.
- Unless she accepts another Unit office, the immediate Past President will automatically become a member of the Executive Committee.
- There shall be only three (3) keys available to unlock the file cabinet containing Unit # 58 records. The keys will be assigned to the Unit President, Unit Secretary and Unit Treasurer.

Approved at a regular meeting on February 7, 2024

Elizabeth Tilley-Poole  
President, Unit #58

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

**THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON February 7, 2024 \_\_\_\_\_**

**X Elizabeth Tilley-Poole \_\_\_\_\_**  
Unit President

**Joann Taylor \_\_\_\_\_**  
Unit Secretary

**X Elizabeth Tilley-Poole**  
Unit Constitution and Bylaws Chairman