

STANDING RULES

AMERICAN LEGION AUXILIARY
HIGHLANDS UNIT 69, INC.
DEPARTMENT OF FLORIDA
1301 W. BELL STREET
AVON PARK, FLORIDA 33825

1. The regular scheduled meeting of the American Legion Auxiliary Highlands Unit 69, Inc. shall be held on the 2nd Monday of each month, unless otherwise specified, shall be called to order at 7pm. There will be no meetings for the months of June, July, and August, unless deemed necessary.
2. Executive Committee meetings shall be held at 6pm before the regular meeting.
3. Five (5) members of the Executive Committee shall constitute a quorum at the Executive Committee meeting and seven (7) members of this Unit shall constitute a quorum at any regular scheduled meeting.
4. 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 \$6.25 to include Department and National per capita.
5. The Nominating Committee shall be composed of three (3) members, who shall be elected in January, for the purpose of presenting a slate of officers for the ensuing year.
6. The nominating committee shall present the names of the nominees to the Unit at the regular scheduled meeting one (1) month prior to the month of elections, at which time, the President shall call for further nominations from the floor. There will be at least one (1) nominee for each office. On the night of elections, before voting, the Committee Chairman must call for any further nominations.
7. Newly elected Officers take over the meeting following Department Convention.
8. Highlands Unit 69, Inc. will maintain headquarters at the Post home, 1301 W. Bell St. Avon Park, Florida 33825.
9. In the event a Unit scheduled meeting coincides with a legal holiday, the meeting date shall be set by the Executive Committee.
10. Secretary will make 4 copies of the minutes, with the original to be retained on file, the duplicate copies to be given to the Unit's President, Treasurer, Historian, for use in compilation of the Unit's history, and the Constitution and Bylaws Chairman, for use in updating any motions or changes to the Unit Constitution and Bylaws and Standing Rules. Minutes of all meetings to be signed by the President and Secretary.

11. Beginning with 2015 dues, the Unit shall pay the dues of the past President. This is for the first year following their term as President.
12. Installation shall take place at the time and manner set by the Post with the outgoing President being responsible for the plans of the Auxiliary.
13. The Unit shall present the installing officer with a monetary gift of no more than \$50.00. The outgoing Unit President shall receive a Past President pin. If the Past President already has a pin, a gift of the same value of the pin will be given.
14. No Unit Officer or member shall make the membership list available to any prospective candidate for public office nor any outside organization or group of people not associated with the American Legion Auxiliary. The list is property of the Unit.
15. Members are encouraged to attend and represent the Unit at the funerals of the Post and Unit members. Auxiliary members requested, if possible, to wear white shirt and blue skirt or pants. Memorial services are to be conducted for Unit members at the family's request or with their consent.
16. 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, Poppy, and Public Relations.
17. Any member participating in activities should wear their Auxiliary shirt, if possible.
18. Rooms will be paid for the Delegates who attend the annual Department Convention and Conference if they attend the majority of meetings each day. Number of delegates are determined by Department. If spouses are going and if the Legion is paying for the one of the spouse's rooms, then the Auxiliary will not pay for the room.
19. Delegates shall have lunch paid at the following: Department workshop, 8th District School of Instruction, ABC School, and Constitutional Conference.
20. The President may spend up to a maximum of \$100.00, in any calendar month for emergency, with approval of at least three (3) Executive Officers. The President must report it at the next regular meeting.
21. An audit of the Treasurer's books shall be done every three months. The President will appoint two (2) Officers and one (1) members at large to do the audit.
22. All keys will be turned over to the newly elected President at the meeting before Department Convention.
23. All Committee Chairman's should turn over any book(s), bulletins, etc. in their possession to the new elected President, in a timely manner.
24. 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.
25. Where deemed necessary, a Recording Secretary and Assistant Sergeant-at Arms shall be appointed by the President.
26. There will be a yearly assessment whether to continue use of the Unit credit card.

27. There will be four (4) Officers on the signature card at the bank. Two (2) of the signatures will be that of the President and Treasurer, the other two (2) Officer signatures will be determined by the President.
28. All Committee Chairman shall make their annual report, in triplicate, on questionnaires furnished by Department. One copy is for the Units file and the other two for the respective District Chairman. The Chairman should follow instructions at the bottom of the questionnaires or in the plan of work or communication received from the District Chairman.
29. 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.
30. The Units budget shall be presented to the membership for approval in the Septembers meeting.
31. All regular scheduled meetings shall be nonsmoking.
32. No alcoholic beverages will be allowed during regular scheduled meetings.
33. Unit meetings may be held in person or via electronic means.
34. Voting may be by voice, ballot, email, or other electronic means.
35. ALA Unit members are to wear only Unit shirts. Post shirts are for Legion members only. SAL shirts are for SAL members only. Riders' shirts are for Riders only. An exception is made for dual members and Post employees.

These Standing Rules may be amended by two-thirds (2/3) vote at any regularly scheduled 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 10/10/22.

X Kimberly Bragdo
Unit President

Date Approved:

X Shawn E. Hoffman
Unit Constitution and Bylaws Chairman

X _____
Department Constitution and Bylaws Chairman

X Walter

Unit Secretary