

STANDING RULES

AMERICAN LEGION AUXILIARY
LESLIE COLLIER UNIT #74, INC.
DEPARTMENT OF FLORIDA
528 NORTH PINE STREET
SEBRING, FLORIDA 33870

1. The regularly scheduled meeting of the American Legion Auxiliary, Leslie Collier Unit #74, Inc. shall be held on the 2nd Thursday of each month, unless otherwise specified and 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 2pm on the Friday before the regular meeting.
3. Three (3) members of the Executive Committee shall constitute a quorum at the Executive Committee meeting and five (5) members of this Unit shall constitute a quorum at any regularly scheduled meeting.
4. 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 \$10.00 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 regularly 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 Chairperson must call for any further nominations.
7. Newly elected Officers assume their positions following the Department Convention.
8. Leslie Collier Unit #74, Inc. will maintain headquarters at the Post home at 528 N Pine St, Sebring, Florida 33870.
9. In the event a Unit scheduled meeting coincides with a legal holiday, the meeting date shall be set by the Executive Committee.
10. The Secretary will make 4 copies of the minutes, with the original to be retained on file. The duplicate copies will be given to the Units' President, Treasurer and Historian for use in the compilation of the Unit's history, and the Unit Constitution and Bylaws Chairperson for use in updating any motions or changes to the Unit Constitution and Bylaws and Standing Rules. Minutes of all meetings are to be signed by the President and Secretary.
11. Beginning with 2015 dues, the Unit shall pay the dues of the past President for the first year following their term as President.
12. Installation of officers 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 \$20.00. The outgoing Unit President shall receive a Past President Pin. If the Past President already has a pin, a gift of 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 not associated with the American Legion Auxiliary. The list is the property of the Unit.
15. Members are encouraged to attend and represent the Unit at the funerals of Post and Unit members. Auxiliary members are requested, if possible, to wear all white or 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, Poppy, and Public Relations.
17. Any member participating in activities should wear their Auxiliary shirt, if possible.
18. Poppy Day shall be held the last Saturday in May.
19. Rooms will be paid for the Delegates who attend the annual Department Convention and Conference if they attend the majority of meetings each day. The number of delegates is determined by the Department. If Legion member spouses are attending and the Legion is paying for the spouses' room, the Auxiliary will not pay for the room.
20. Delegates shall have lunch paid at the following: Department Workshop, 8th District School of Instruction, ABC School, and Constitution Conference.
21. 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 the expenditure at the next regular meeting.
22. An audit of the Treasurer's books shall be done at least quarterly. The President will appoint two (2) Officers and two (2) members at-large to conduct the audit.
23. All keys, documents and property of the Auxiliary will be turned over to the newly elected President at the meeting prior to the Department Convention.
24. All Committee Chairpersons will turn over any books, bulletins, Auxiliary property in their possession to the newly elected President prior to the Department Convention.
25. 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.
26. Where deemed necessary, a Recording Secretary and Sergeant-At-Arms shall be appointed by the President.
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 Secretary/Treasurer. The other two (2) signatures will be determined by the President.
28. No property of the Auxiliary is to be removed from the Auxiliary office at any time without the express permission of at least two (2) executive officers and the Secretary/Treasurer.
29. All Committee Chairpersons shall make their annual report in triplicate on questionnaires furnished by the Department. One copy is for the Unit file and the other two for the respective District Chairpersons unless forwarded by email in which case one (1) copy will suffice. The

Chairperson should follow instructions at the bottom of the questionnaire or in the plan of work communication received from the District Chairperson.

30. 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.
31. The Units' budget shall be presented to the membership for approval at the September meeting.
32. Unit meetings may be held in person or via electronic means.
33. Voting may be by voice, ballot, email, or other electronic means.

These Standing Rules may be amended by a 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 THE REGULAR UNIT MEETING ON: Feb 9, 2023.

Margaret B. Groat
UNIT PRESIDENT

Date Approved: _____

Linda Hunt
UNIT CONSTITUTION AND BYLAWS CHAIRPERSON

DEPARTMENT CONSTITUTION AND BYLAWS CHAIRPERSON

Kathleen Theresa Buden
UNIT SECRETARY