

SEP 20 2024

## STANDING RULES

### ELECTIONS

1. The Secretary will be appointed according to the rules prescribed by the Department of Florida.
2. In order to vote, members must have their current paid up membership card and show the same card to the Sergeant at Arms prior to signing in to attend the meeting.
3. An annual meeting of this Unit shall be held each year, no more than ninety (90) days nor less than fifteen (15) days prior to the Department Convention for the purpose of electing officers for the following year.
4. Once elections are completed, the newly elected officers do not officially take office until after installation. Until installation the new officers will work with outgoing officers in their positions for an easier transition.

### DUES

1. The annual membership dues for the Unit shall be \$45.00 for Senior members paid annually and shall include the Department and National per capita. Junior Dues are \$15.00 paid annually and shall include Department and National per capita. Membership dues may also be paid for life. See membership chairman for information.
2. A member failing to pay annual dues including Unit, Department and National assessments by January 31 shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues after suspension shall reinstate such member to active membership. Any member delinquent to December 31<sup>st</sup> of the year of delinquency shall be automatically dropped from the rolls and may be reinstated only by paying all back dues or by reestablishing eligibility and making application as a new member.

### UNIT MEETINGS

1. The regular scheduled meeting of the American Legion Auxiliary Oscar E Wilson Unit 75, Inc. shall be held on the second Tuesday of each month, unless otherwise specified and shall be called to order at 6:30 PM. An Executive Committee meeting shall be held the second Tuesday of the month unless otherwise specified and shall be called to order at 6:00 PM.
2. In the event the regular meeting falls on the eve of or on a holiday, the Regular meeting shall be changed at the call of the President. In the event the Executive Committee meeting falls on the eve of or on a holiday, the Executive Meeting shall be changed at the call of the President. Membership will be notified at the meeting prior to the holiday or be notified via social media.
3. Ten (10) members of this Unit (which can include officers) shall constitute a quorum at any regular scheduled meeting of the Unit.
4. In unusual circumstances such as pandemic, hurricanes, etc. it is acceptable to have Unit business conducted virtually or electronically.

5. Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written request of the members of the Unit. Members will be notified by the Unit.
6. Annual reports from committee chairmen must be compiled and sent to the District Chairman according to dates on the reports. This must be done at least five (5) to ten (10) days prior to due date of the annual committee report forms. Chairmen will be notified by the Unit President at the regular meeting in March.

### **COMMITTEES**

1. A nominating committee composed of three (3) members shall be elected for the purpose of presenting a slate of officers for the ensuing year.
2. The Unit President for the purpose of auditing the Treasurer's accounts shall appoint an Auditing Committee composed of three (3) members. This shall be done quarterly and prior to the installation of new officers, or if deemed necessary by a member. A report is to be given at the next regular meeting following each audit.
3. 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. This must be completed within thirty (30) days of installation.
4. The Unit President shall appoint a committee for the selection of the Volunteer of the Year Award. The Unit President will be the only one who will know the names of those appointed to this committee. Each committee person shall report her/his selection in confidence directly to the Unit President.
5. A committee to oversee the Travis Schoenbeck Memorial Scholarship will be appointed each year by the President. Members will be responsible for establishing selection criteria and award recipients and amounts. The committee's recommendations will be presented at a general membership meeting. Approval will consist of a majority vote of members present. The scholarship will then be given to the Legion to disburse the funds of this scholarship.
6. In addition to the 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, Public Relations, National Security, Veterans Affairs and Relations, and Americanism.

### **DUTIES AND POWERS OF OFFICE**

1. When deemed necessary, a Recording and Corresponding Secretary may be appointed to carry on the duties normally performed by the Unit Secretary.
2. The office of the Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

3. Duties of the Treasurer-It shall be the duty of the Treasurer to receive all monies belonging to the Unit and account for them. The Treasurer shall pay the bonding fee as determined by the Department Office. The Treasurer will maintain a General Fund with a specific line item for Poppies. All Poppy donations will be collected and shown on the Poppy line item in the General Fund. All donations from Poppy sales are used to assist the Veteran and his/her family. The Treasurer shall keep an account of the receipts and expenditures, making an annual report thereon and such other reports and may be deemed necessary by the Unit Executive Committee. The accounts shall be audited quarterly. All current bills shall be paid before transferring all funds, books, vouchers and papers belonging to the Unit to the successor.

#### **UNIT CHAPLAIN**

1. Greeting cards will be sent to all members who are sick, who have a death in their family, etc..
2. Ordering of flowers for members will be voted on by the membership.
3. In the event of the death of a member of the Auxiliary, a donation in the amount of \$25 to charity will be sent on behalf of the deceased member. The charity will be selected by the closest family member. In the event of the death of a husband, mother, father, daughter, or son of a member of the Unit, a donation of \$25 will be sent on behalf of the deceased and the member. The charity will be selected by the member. The Chaplain will coordinate this with the Treasurer to get the monies and send to charity.
4. Chaplain or another Unit Officer shall be in charge of Draping the Unit Charter upon notification of the death of a member. The Charter shall remain draped during the period of mourning as described in the Unit Manual of Ceremonies.
5. In the absence of the Unit Chaplain, the Unit President shall appoint an Acting Chaplain as needed.

#### **EXPENDITURES**

1. All Department obligations shall be paid when due. Any bills not previously approved in the yearly budget will be approved at the regular meeting before checks are issued. All monthly bills will be paid by the Unit Treasurer when they are due.
2. The President may, at their discretion, spend funds not to exceed \$100 for any expenses, veteran's or community service projects/needs between meetings.
3. Unit Treasurer and Secretary are authorized to purchase necessary office supplies, not to exceed \$200 per purchase for Unit business. To receive reimbursement all receipts must be submitted to the Treasurer. The Unit President can give permission to use the debit card for purchases.
4. The Unit checkbook shall be kept in the unit office safe.

#### **CONVENTIONS-CONFERENCES, ETC.**

1. If funds are available, the Unit will pay for the President or Vice President (or the next officer in succession) to attend the Department Workshop and/or mid-winter Conference. Should none of the officers be able to attend, the membership shall elect a representative to attend the Workshop/Conference. This would include four (4) days lodging, not to exceed Workshop/Conference rates and gas for transportation. Attendees will furnish the Unit with a written expense report with copies of receipts and a report on the function they attended. These items will be due by the first general membership meeting following the Workshop/Conference. If they are not furnished to the Unit, all monies received by the attendee(s) must be returned to the Unit. Attendees will report on what occurred at the event at the next General membership meeting and share what was learned.
2. If funds are available, the Unit will pay for the number of elected delegates specified by Department to attend the Annual Department Convention. The Unit would pay for only one room for four (4) days lodging, not to exceed the convention rates and gas for transportation. Attendees will furnish the Unit with a written expense report with copies of receipts and a report on the function. These items will be due by the first general membership meeting following the convention. If they are not furnished to the Unit, all monies received by the attendees must be returned to the Unit. Attendees will report on what occurred at the event at the next General Membership meeting and share what was learned.
3. The Unit shall pay the registration fees for all the Delegates to the Department Convention.
4. All Delegates to the District Constitutional Conference shall be elected prior to the Conference.

#### **MEMBERSHIP APPLICATIONS**

1. Any widow/widower applying for membership must provide the following:  
Death Certificate, DD-214 (or other proof of service), marriage and birth certificates if names do not match. All copies must be kept on file and redacted.
2. ~~All membership transfers must be vetted with their previous unit and must be a member in good standing. Transfers must be voted into membership at general membership meeting.~~

#### **MISCELLANEOUS**

1. The President and Membership Chairman will collect Unit mail from the Unit Box located in the Lounge at the Post.
2. The In-Coming President shall decide on the type of dress to be worn for the Installation of the Unit Officers.

3. Historian shall be responsible for taking pictures of all Unit Functions. Historian must have a written report of all Unit activities and must post all pictures of all events on the Unit Facebook page. The Unit Historian shall be responsible for keeping a photo album reflecting the activities for the year.
4. Auxiliary members attending General Membership Meetings must sign in. Attendance records will be kept by the Unit Secretary.
5. Unit Members attending regular or specially called meetings will dress appropriately. Disruptive behavior will not be tolerated by any attendee and they may be escorted out of the meeting.
6. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR  
REGULAR UNIT MEETING ON December 12, 2023.

  
Unit President LINDA OSMON

  
Unit Secretary WHITNEY FULLER