

American Legion Auxiliary
Charles H. Swanson, Unit 80, Inc.
St. Cloud, FL 34769

STANDING RULES
Revised 12/07/2023

Charles H. Swanson, Unit 80 Inc., American Legion Auxiliary, hereby adopts the Unit Constitution and By-Laws as prescribed by the articles of the National Constitution, and the Department Constitution and By-Laws.

This Unit organization shall be governed by the current edition of Roberts Rules of Order, Newly Revised, in all questions not governed by articles of the National Constitution, the Department Constitution, and the Unit Constitution and By-Laws.

1. The regular meetings of the AMERICAN LEGION AUXILIARY CHARLES H. SWANSON UNIT 80, Inc. shall be held on the FIRST THURSDAY of each month, unless otherwise specified, and shall be called to order at 07:00PM.
2. All Auxiliary Members at the Post during meeting time shall be invited by the Auxiliary Sergeant-at-Arms to enter the meeting just before 07:00PM unless they are working (i.e., the bartender on duty). If an Auxiliary Member chooses **not** to attend the meeting, they shall be asked to leave the premises. Auxiliary Members not attending the monthly meeting will not be allowed inside the Post during the duration of the meeting.
3. There shall be NO DRINKING OF ALCOHOLIC BEVERAGES OR SMOKING during Unit Meetings.
4. SEVEN (7) members shall constitute a quorum at any meeting of the Unit.
5. ALL BILLS unless otherwise budgeted pertaining to the operation of the Unit shall be brought up on the floor for a vote before being paid. The President is authorized to spend up to \$100.00 per month as needed. Checks require a two-party signature of two of the following: Treasurer, President, First Vice President.
6. A Debit Card will be issued to process membership only.
7. 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.
8. 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.

9. A LIFE MEMBERSHIP is awarded to Honorary members who are age 75 with ten years in good standing and meet the Honorary criteria established by National (unless already deemed an Honorary member). Their dues are to be paid by Charles H. Swanson Unit 80, Inc. annually.
10. Membership shall be awarded to JUNIOR MEMBERS until they become Senior members at age 18. Dues are to be paid by Charles H. Swanson Unit 80, Inc. annually. Once they become a Senior member, they are responsible for payment of their own annual dues.
9. All Transfers will be voted on at the next scheduled meeting.
10. In the event that a meeting can't be held due to reasons beyond our control, alternative virtual methods may be used to conduct meetings and other business when necessary.
11. The annual membership dues of this unit shall be FORTY DOLLARS (\$40.00) effective July 1st, 2024, and FOUR DOLLARS AND TWENTY-FIVE CENTS (\$4.25) for Junior Members, to be paid annually or for life and shall include the Department and National per capita.
12. At least TWO WEEKS PRIOR TO THE ELECTION OF UNIT OFFICERS be announced by the President in at least one meeting prior to elections. To be eligible for any office, a member shall be active and in good standing with current dues paid.
13. Nominations will be open from the floor at the election meeting and the two meetings prior to elections.
14. In order to vote, all members must be in good standing with their current dues paid. A headcount will be taken when the election meeting starts, and no member shall be allowed to enter or leave until the election is declared final.
15. The unit's Executive Committee (Members at Large) (elected) shall consist of 3-5 members.
16. Assistant Chaplain and Assistant Sergeant-at-Arms are not offices recognized at the National level. They may be appointed as assistants but will not be installed with the other Officers.
17. Delegates and alternates to Department Convention shall be elected at a Unit meeting duly called for the purpose, not less than two weeks prior to the Convention. Delegates shall have priority in the order of the election.
18. INSTALLATION OF OFFICERS shall be held at the chosen date with the incoming President in charge. All outgoing Officers shall return all Unit possessions including pins, books and any items pertaining to their office, to the incoming President before the installation.
19. Any funds raised during an event shall not leave the Post. The money is to be counted by 2 members and placed in an envelope with the 2 signatures of those responsible for the fundraising event. The funds are to be turned over to the Unit Treasurer or Unit Officer who will then turn over the money to

the treasurer. The money is to be counted by 2 members and placed in an envelope with the 2 signatures of those responsible for the fundraising event. The funds are to be turned over to the Unit Treasurer or Unit Officer who will then turn over the money to be deposited.

20. Any funds raised during an off-site event will be turned over to the Unit Treasurer or Unit Officer within 24 to 48 hours. The money is to be counted by 2 members and placed in an envelope with the 2 signatures of those responsible for the

fundraising event. The funds are to be turned over to the Unit Treasurer or Unit Officer within 28-48hrs who will then turn over the money to be deposited.

ALL OTHER POLICIES AND PROCEDURES shall be dictated by the Auxiliary Unit Guide.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON December 7, 2023

X Heather Cunningham
Heather Cunningham, Unit President

X Billy Jo Cowdery
Billy Jo Cowdery, Unit Secretary

X Charlotte Bass
Charlotte Bass
Unit Constitution & Bylaws Chairman