

JAN 23 2025

STANDING RULES  
Frank B. Huddleston  
American Legion Auxiliary Unit 81  
2909 S. Harbor City Blvd. Melbourne, FL 32901

**Meetings**

1. The regular scheduled meeting of American Legion Auxiliary Frank B. Huddleston Unit 81, Inc. shall be held on the first Saturday of each month, unless otherwise specified, and shall be called to order at 9 am.
2. Executive Committee meeting shall be held as determined by the officers and the Members at Large.
3. Seven (7) members of the Unit shall constitute a quorum at any regularly scheduled meeting of the Unit. These members shall be at least three (3) officers and four (4) members.
4. Smoking or drinking alcoholic beverages during the regular meetings is prohibited.
5. During a declared emergency, all or any meetings may be held in person, via telephone, or electronic means. In addition, voting may be by voice, ballot, email, or other electronic means.
6. There is no preferred Unit attire for Unit meetings. For District or Department meetings, the Unit Blue Shirt is recommended. For any ceremony or formal meeting, the full uniform of white shirt and black or navy slacks/skirt/capri must be worn.
7. Minutes of regular scheduled Unit meeting will be deferred from reading aloud, providing a copy has been electronically provided. A copy of the minutes can be found posted on the Auxiliary board, and a copy is available to be emailed when requested. Any corrections or additions will be made known and added to the minutes at the next scheduled meeting for approval.

**Dues & Membership**

8. The annual Senior membership dues shall be \$40.00, including Department and National per capita. The annual Junior membership dues shall be \$8.00, including the Department and National per capita.
9. When a member of the Auxiliary is a dual member (active Legionnaire), their yearly dues will be paid by the Unit, provided they are an active member in good standing with the Legion.
10. New membership and transfer requests will be voted on and approved by a majority vote at any regular meeting of the Unit.
11. A Unit Guide will be purchased for each officer near the start of every year.
12. New members will be given a New Member Packet and an Auxiliary Pin when they attend their first meeting. One complimentary T-shirt is provided to active members when volunteering at Unit functions/events.

**Elections**

13. 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 for the purpose of electing officers.
14. Elections are in person with a current membership card in hand. There will be NO proxy voting.

15. Installation of officers will take place at the same time as the Unit's Post-home officers unless a scheduling conflict prevents such from happening.
16. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed to carry on the duties normally performed by the Secretary.
17. Each Unit officer shall turn over all records, monies, and/or keys belonging to the Unit to their successors at Installation of Officers, or before if asked to do so by the President.
18. The Membership Chair is appointed by the President. In the event that no one is available to be appointed, the duties of the Membership Chair will revert to the Vice President.

### **Committees**

19. In addition to the Core Committees listed in the Bylaws (Americanism, National Security, Veteran's Affairs & Rehabilitation, Children & Youth), the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
20. 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 the permission of each candidate for an office in order to be presented by this committee. This committee is to form no later than two (2) months prior to election.
21. A Budget Committee composed of three (3) members of the Unit, including the Unit Treasurer, shall be appointed by the President for the purpose of presenting a budget for the ensuing year, and to make a report of the budget to the Unit.
22. An Audit Committee composed of three (3) members of the Unit 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. An audit should be completed at the beginning and end of each fiscal year.

### **Finances**

23. An annual budget will be presented to the general membership for approval within two months of the installation of new officers.
24. Unit elected officers, consisting of the President, Vice President, and Treasurer, along with the Membership Chair and the Kitchen Co-Ordinator, are authorized to sign checks for disbursement of funds from the Unit Treasury. All checks MUST have two (2) of the five (5) above signatures.
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. The Treasurer shall submit her reports to the general membership at every regular Unit meeting.
27. All funds or monies collected shall be turned over to the Treasurer and deposited immediately so they can close out the event. Any money collected after five (5) days will be considered a donation to the Unit.
28. Donations collected at each meeting via "The Pig" will be contributed to the Unit AEF funds.

29. A gift of \$25.00 shall be given at the Installation of Officers to the District President, or person performing the Installation ceremony.
30. A gift of up to \$50 shall be given to the Department President when visiting this Unit.
31. The President shall have a discretionary fund of up to \$200.00 without seeking confirmation from the members.
32. In an emergency, the Executive Committee can spend up to \$100.00 without approval of the general membership. Expenses up to \$250.00 when turning over receipts for reimbursement shall be honored.

**Delegates & Alternates**

33. Delegates and Alternates to the Department Convention shall be elected at a Unit meeting duly called for that purpose not less than (2) weeks prior to the Department Convention. Delegates and Alternates shall have priority in order of their election.
34. Hotel costs for Department Convention (Delegates & Alternates) and Department Workshop (Chairmen & Officers) shall be limited to \$300.00 per event in order to offset out-of-pocket expenses. Delegates and Alternates to Department Convention must attend General Sessions or training classes on Thursday & Friday, and General Session on Saturday through elections.
35. For all Department or District meetings, Delegates & Alternates admittance fees will be paid by the Unit.

**Other**

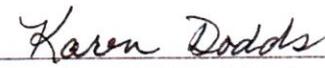
36. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing rules.
37. Ill members and families of bereaved members will be sent a card by the Unit Chaplain.
38. Any complaints should be submitted in writing to [ALAUnit81FL@gmail.com](mailto:ALAUnit81FL@gmail.com) and will be handled within 30 days. Decisions will be made outside a regular Unit meeting.
  - a. Note: Occurrences at, or regarding the bar/canteen need to be addressed by the Post Judge Advocate or Bar Committee and will be brought to the attention of the Commander and Auxiliary President for further investigation/discipline.

**Amendments**

These standing rules may be amended by a two-thirds (2/3) vote of the membership present at a regular Unit meeting, or if notice has been given, by a majority vote.

THESE STANDING RULES WERE READ, VOTED ON, APPROVED AND ADOPTED AT OUR REGULAR UNIT MEETING ON DECEMBER 7, 2024.

  
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 Unit President

  
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 Unit Constitution & By-Laws Chair

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 Department Constitution & By-laws Chairman

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 Date Approved