



## STANDING RULES

1. The regular meetings of the American Legion Auxiliary, Baker County Unit 83, Department of Florida shall be held on the fourth Monday of each month, and shall be called to order at 7:00 p.m. An Executive committee meeting shall be held the first Thursday of the month unless otherwise specified and shall be called to order at 7:00 p.m.
2. Five members of this unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual membership dues of this Unit shall be \$40.00 for seniors and \$5.00 for Juniors, paid annually or for life and shall include the Department and National per capita.
4. The Treasurer, Secretary and the President shall sign the bank signature card. If the Secretary and Treasurer are joined as one, the First Vice President will be added as a signee on the bank signature card. Any two (2) of the above shall sign the checks. Any request or changes to the account must contain the signature of the current American Legion Auxiliary Unit 83 President.
5. The Unit shall elect, annually, a President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms and three Members-at-Large. The Secretary and Treasurer may be joined as one and called the "Secretary-Treasurer".
6. There shall be an Executive Committee which shall consist of the officers and the Members-at-Large elected by the Unit.
7. The Second Vice President shall be the Unit Social Chairman.
8. In the event of the Secretary's absence, prior arrangements shall be made for the recording of the minutes.
9. All Auxiliary funds shall be deposited in a bank approved by the general membership of the Unit. In the event of the absence of the Treasurer, the report and signed checks shall be left with one of the co-signers.
10. It shall be the duty of the Unit Chaplain to send cards to any member of the Unit who is ill and to recognize the death of any member or spouse with a memorial gift of up to \$100.00 floral arrangement, a memorial gift to the family or a contribution to their favorite charity. The Chaplain, besides funeral arrangements, will have a standard budget of \$300 annually, for other expenses like get well cards, etc.
11. The Membership Chairman shall keep updated records of names and addresses of all members showing the source of their eligibility and provide an updated membership roster. The Membership Chairman shall receive all applications, renewals, etc.; process

those applications, renewals, etc.; deliver or mail new membership cards to Unit members, and to transmit all dues to the Department.

12. Each unit Officer shall turn over all records, monies, keys, and pins belonging to the Unit to the successor at the installation of officers for the next year.

13. The first person elected for the Nomination Committee shall be chairman of said committee. The Unit President may not serve on the Nomination Committee.

14. Every Executive committee member shall have a copy of the Department Unit Guide provided by the Unit.

15. Funds will be provided from the Units treasury to pay for, up to four (4) nights lodging to Convention, up to three (3) nights lodging to fall Conference and up to two (2) nights lodging for Department Workshop, for the unit president with standard double occupancy; with attendees being reimbursed for hotel expenses only by the Unit upon presentation of expense receipts to the Treasurer. If attendees exceed the double occupancy and more rooms are needed, then they may chair an event with the unit to raise funds.

16. The Post Adjutant shall be given a list of all suspended and dropped members.

17. Officers shall be installed at the first unit meeting following convention; new members initiated in general membership meeting with a date to be set by unit members.

18. 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, at the March general membership meeting and will report at the next general membership meeting.

19. The selection of Girl's State Delegates will take place at the Executive Committee/general membership meeting.

20. Election of Unit Officers will take place at the Unit general membership meetings, but not more than ninety (90) days nor less than fifteen (15) days prior to the Department Convention.

21. Special meetings of the Unit may be called by the President, majority of the Executive committee, or upon written request of three (3) members of the general membership; said request to be sent to all Executive committee members prior to calling a meeting. The original letter is to be filed by the Unit Secretary immediately.

22. The President may obtain permission of three (3) Executive committee members in order to act in special emergency circumstances.

23. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry out the duties normally performed by the Secretary.

24. An auditing committee composed of three members, that are not a signer on the bank account, shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term and making a report of the audit to the Unit within 60 days.

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. A budget Committee, composed of at least (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.

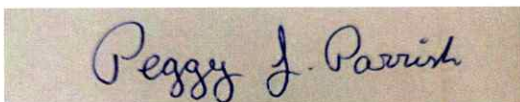
27. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.

28. In an emergency, should a purchase need to be made, the Executive Committee can approve up to \$250.00 by a majority vote of four (4) of the executive members. Thru email, text, in person or by phone.

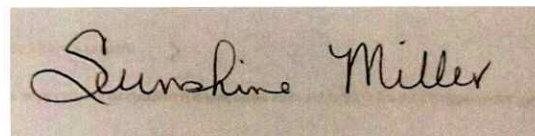
29. There shall be no alcoholic beverages in the meeting room during any called general, special or executive committee meeting.

30. This document may be executed and accepted by electronic signature and such signatures shall constitute an original for all purposes.

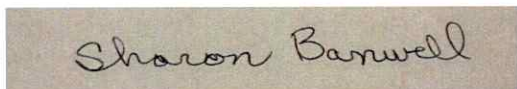
These Standing Rules were read, voted upon and approved at a special meeting held on November 2, 2025.



Peggy J. Parrish, Unit President



Wendy Sunshine Miller, Unit Secretary



Sharon Barwell,  
Unit Constitution and Bylaws Chairman

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Rhonna Barber  
Department Chairperson  
Constitution and Bylaws