

## STANDING RULES

1. **The regular scheduled meeting of American Legion Auxiliary Unit 90, Inc shall be held on the third Monday of each month, unless otherwise specified and shall be called to order at 7:00pm. An executive Committee meeting shall be held the 3rd Monday of the month unless otherwise specified and shall be called to order at 6:30pm**
2. 3 members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$45.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$7.50 to include the Department and National per capita.
4. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers consisting of President, 1<sup>st</sup> Vice President and Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. ALL checks MUST have two of the three above signatures.
6. 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.
7. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.
8. 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.
9. 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.

## ALA STANDING RULES UNIT 90

1. A memorial of \$25.00 shall be sent in case of bereavement of a member of the Unit. (Approved 8-18-97)
2. To Present the outgoing President a Past President pin or ring at the installation dinner. In the event she succeeds this office (President), a gift of her choice will be given at the end of her second term (Approved 1-3-84)
3. Delegates to receive compensation at Unit meeting prior to the Department Convention. (Approved 1-12-86).
4. Auxiliary Fiscal year July 1 to June 30 to comply with the American Legion Department of Florida Auxiliary year. (Approved 12-12-86, Revised 1-99)
5. Upon the death of a Unit member's spouse due to catastrophic circumstances, and with no visible means of income, notification to the Unit for assistance will be considered.
6. Unit to pay Post rent for their office room, the amount to be decided by the Post, and for other concessions. (Approved 8-28-89, Removed 5-20-02).
7. Upon the death of a Unit member or spouse, the Unit President will contact a family member asking if they would like food served after memorial services. (Approved 2-15-93).
8. Any Chairman of a special money- making project must give a detail written report of income and expenses to the President, Secretary, and Treasurer to be kept on file. (Approved 2-15-93)
9. The President has the authority to spend up to \$250.00 per year without consent of the Membership for any emergency that may occur between meetings. If monies are used, invoices will be brought to the next general meeting and reported to the membership in the meeting. (Approved 3-22-93, Revised 4-25-12, 01/23/23)
10. The Membership Chairman shall be in charge of Membership. It shall be her duty to act as custodian of all membership books, papers, and records for every year. She shall keep a record of individual membership applications, including the names, addresses, and eligibility of all members. She shall keep copies of remittance sheets and records of individual membership, members lost by transfer, resignation, non-payment of dues, and death. (Approved 3-21-94)
11. The Unit Chaplain will send a plant or flowers to any member in the hospital. (Approved 1-15-96, Revised 5-20-02)
12. The Chairman of any money-making event has authority to give complimentary meal tickets to the workers of that event. (Approved 1-15-96)
13. Convention expense budgetary funds will be equally divided among the Delegates attending the Department Convention. (Approved 5-20-96, Removed 6-16-97)

14. All jointly held functions by the Post and Auxiliary will share equally the expenses and profits. (Approved 10-9-98, Removed 5-20-02, Revised Approved 4-25-12)
15. The President is only allowed to serve two terms in succession, etc. (Approved 4-19-99, Removed 5-20-02)
16. On special/emergency situations only One (1) signer is needed on check, with the approval of the President approved 2-20-2017
17. No drinking of alcoholic beverages before meetings. (Approved 2-20-2017, Revised 1/23/23)
18. No inappropriate language used in the Post or in meetings. (Approved 2-20-2017)
19. No smoking in the post or meeting room. Post is a Non-smoking facility.  
(Approved 2-20-2013)
20. No discussion of Auxiliary business to be discussed at the bar. (Approved 2-20-2017)
21. No auto parking allowed by day behind Legion building, after 5 PM only.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR  
REGULAR UNIT MEETING ON SEPTEMBER 19, 2022.

x \_\_\_\_\_  
Unit President

x \_\_\_\_\_  
Unit Secretary

x \_\_\_\_\_  
Unit Constitution and Bylaws Chairman