NOV 10 2026

STANDING RULES

AMERICAN LEGION AUXILIARY UNIT 90, INC.

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 6:30 p.m. An Executive Board meeting shall be held the third Monday of the month unless otherwise specified and shall be called to order at 6:00 p.m.
2. Three (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, 1st Vice President, Treasurer and Assistant Treasurer (appointed) are authorized to sign checks for disbursement of funds from the Unit treasury. ALL checks MUST have two of the four 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.
10. A memorial of $25.00 shall be sent in case of bereavement of a member of the Unit. (Approved 8-18-97)
11. 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 will be given at the end of her second term and is a one-time gift regardless of the number of terms served. (Approved 1-3-84) (Revised 9-15-25)
12. President and up to five (5) Delegates to receive compensation to attend the Department Convention, Workshop and Fall Conference. The daily allowance is $50 per day unless otherwise voted on at a Unit meeting with a maximum of three (3) days. The President and Delegates are required to attend auxiliary classes and all general sessions to be eligible for the daily allowance. The If a Delegate leaves early, they are not eligible for the allowance on that day. In addition, a report of department workshops and classes attended must be submitted to the President and read at the next unit meeting. If the reports are not submitted on time or Delegate does not attend the classes/sessions, the Delegate will not be reimbursed. Reimbursement checks will be paid within one week of the report being submitted by the Delegate. Lodging will also be paid for Convention, Fall Conference and Workshop for a maximum of three nights provided classes are attended and a report submitted. Sharing of rooms is encouraged. If the spouse attends the Legionnaire or SAL meetings, the room costs will be shared by the two organizations. To receive compensation for attendance at the Department Convention, Workshop or Fall Conference, the unit member must not have missed 3 consecutive regular auxiliary meetings. (Approved 1-12-86) (Revised 9-15-25) (Revised 8-24-26)

13. Members who are medically homebound or hospitalized may attend meetings by live video conference when feasible. Their attendance will be recorded, and they may participate in discussion and voting to the extent permitted by the Unit, Department, and National governing documents. Live video communication must be Live 2-way video which allows members to be seen and heard in real time. Live 2-way video participation must be conducted through a platform designated by the Unit President or Executive Board, provided all participants can communicate simultaneously by audio and video. Prior approval must be granted by the President and is dependent video conference platform technology availability. Votes placed during this video meeting attendance may be counted and member attendance by "live video communication" may be counted for a quorum. The members who officially attend via approved video communication will be recorded on the meeting attendance roster by the Unit 90 Secretary with the notation of "attended via video conference".

14. 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)

15. 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.

16. 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)

17. Any Chairman of a special money-making project/event must submit an estimate of all expenses at least 30 days prior to the event for board approval and give a detailed written report of income and expenses to the President, Secretary, and Treasurer within two weeks of the event and present the report at the next unit meeting. The report is to be kept on file. Event Chairs are authorized to spend up to $500 in expenses for each event. (Approved 2-15-93) (Revised 11-17-25)

18. The President has the authority to spend up to $500 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, 9-15-25)

19. 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 3-21-90)

20. The Unit Chaplain will send a card to any member in the hospital or at home with an injury/illness. Maximum expense is $20. (Approved 1-15-96, Revised 5-20-02, 9-15-25)

21. The Secretary will take minutes at each meeting. If the Secretary cannot attend, the President should appoint another member to take the minutes. The minutes should be sent to the President and Officers within 10 days of the unit meeting and sent to membership or posted. (Approved 17-Nov-2025)

22. 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)

23. On special/emergency situations only, one (1) signer is needed on a check, with the approval of the President. (Approved 2-20-2017)

24. No consuming alcoholic beverages before and during meetings. (Approved 2-20-2017, Revised 1/23/23; 9-15-23)

25. No inappropriate language used in the Post or in meetings. (Approved 2-20-2017)

26. No discussion of Auxiliary business to be discussed at the bar. (Approved 2-20-2017)

27. Any officer or member who receives a donation to the auxiliary is required to deposit the funds/check into the money box at the time they receive it. Auxiliary money remains at the post and is not to be taken home, with the exception of bank deposits and membership dues to be processed. (Added 9-15-25)

28. Money should be counted in the office and utilize the money counting machine to ensure accuracy. For the money box tickets which require two signatures, no spouses or family members can sign the same ticket. (Added 9-15-25)

29. Checks for reimbursement of expenses will be processed once per week whenever possible and all reimbursements should be submitted along with a check request and placed in the Treasurer's mailbox. The check request will be signed by both the President and Treasurer before the check will be written. (Added 9-15-25)

30. National Standing Rule Change regarding membership. As of 8/24/26, ANY Unit Officer may verify Membership eligibility. When the veteran is alive, the Veteran's membership card is considered proof. When the veteran is deceased, an honorable discharge record shows eligibility as before.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON 21 SEPTEMBER 2026

Unit President

Unit Secretary

Unit Constitution and Bylaws Chairman

Department Constitution and Bylaws Chairman