

STANDING RULES  
OF THE  
AMERICAN LEGION AUXILIARY  
DEPARTMENT OF FLORIDA  
SMITH-KELLY UNIT 100  
P.O. BOX 1043  
MARIANNA, FLORIDA 32447

- 1.** THE REGULAR SCHEDULED MEETING OF THE AMERICAN LEGION AUXILIARY SMITH-KELLY UNIT 100, INC., SHALL BE HELD ON THE SECOND TUESDAY OF EACH MONTH, UNLESS OTHERWISE SPECIFIED, AND SHALL BE CALLED TO ORDER AT 5:00 P.M. AN EXECUTIVE COMMITTEE MEETING SHALL BE HELD THE SECOND TUESDAY OF THE MONTH UNLESS OTHERWISE SPECIFIED AND SHALL BE CALLED TO ORDER AT 4:30 P.M.
- 2.** FIVE 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 **FORTY (\$40.00)** DOLLARS TO INCLUDE DEPARTMENT AND NATIONAL PER CAPITA. THE ANNUAL DUES OF THE JUNIOR MEMBERSHIP SHALL BE **TEN (\$10)** DOLLARS 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, JUNIOR ACTIVITIES, LEADERSHIP, LEGISLATIVE, PAST PRESIDENTS PARLEY, POPPY, AND PUBLIC RELATIONS.
- 5.** UNIT ELECTED OFFICERS, CONSISTING OF PRESIDENT, VICE PRESIDENT, AND TREASURER ARE AUTHORIZED TO SIGN CHECKS FOR DISBURSEMENTS OF FUNDS FROM THE UNIT TREASURY. ALL CHECKS MUST HAVE TWO (2) OF THE THREE ABOVE SIGNATURES.
- 6.** 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.
- 7.** 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.
- 8.** AN AUDIT COMMITTEE CONSISTING OF THREE (3) MEMBERS 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.

9. IN CASE OF THE DEATH OF A MEMBER OR IMMEDIATE FAMILY MEMBER, THE UNIT SHALL SEND A TWENTY-FIVE (\$25) MEMORIAL GIFT TO THE CHIPOLA COLLEGE FOUNDATION FUNDS IN/FUNDS OUT ACCOUNT FOR THE AMERICAN LEGION AUXILIARY SCHOLARSHIP FUND.

10. EACH GIRLS STATE DELEGATE SHALL RECEIVE FIFTY (\$50) DOLLARS SPENDING MONEY FROM THE UNIT FOR PERSONAL USE AT GIRLS STATE. EACH GIRLS STATE DELEGATE AND ALTERNATE SHALL RECEIVE FIFTY (\$50) DOLLARS FOR EXPENSES TO ATTEND GIRLS STATE ORIENTATION. AN AWARD OF \$350 SHALL BE PRESENTED AT THE SENIOR AWARDS DAY AT THE HIGH SCHOOL TO THE GIRLS STATE DELEGATE WHO COMPLETED GIRLS STATE AND WHO IS GRADUATING FROM HIGH SCHOOL.

11. MISS POPPY QUEEN AND LITTLE MISS POPPY QUEEN WILL BE PROVIDED A SASH AND CROWN TO KEEP AT THE EXPENSE OF THE UNIT. A MAGNETIC SIGN, WITH TITLES, WILL BE PROVIDED FOR USE ON A VEHICLE AND WILL REMAIN THE PROPERTY OF THE AMERICAN LEGION AUXILIARY UNIT 100, INC., TO BE USED BY THE UNIT IN YEARS TO FOLLOW.

12. THE UNIT SHALL BE GUIDED BY THE CODE OF ETHICAL CONDUCT AS PUBLISHED IN THE NATIONAL AUXILIARY STANDING RULES ON PAGES 23-26.

13. APPLICATIONS FOR SCHOLARSHIP TO CHIPOLA COLLEGE ARE DUE JUNE 1<sup>ST</sup> OF EACH YEAR. PRIORITY FOR FUNDS WILL BE GIVEN TO UNIT MEMBERS, THEIR IMMEDIATE FAMILY MEMBERS, AND OTHER AUXILIARY MEMBERS.

STANDING RULES ARE ADOPTED BY A MAJORITY VOTE AND MAY BE AMENDED BY TWO-THIRDS (2/3) VOTE AT ANY MEETING OR IF NOTICE HAS BEEN GIVEN, BY A MAJORITY VOTE.

THESE STANDING RULES WERE READ, VOTED ON, AND APPROVED AT A DULY CALLED SPECIAL MEETING ON JANUARY 26, 2023.

  
UNIT PRESIDENT – JANE POWELL

  
UNIT SECRETARY – LINDA JARMON

  
UNIT CONSTITUTION AND BYLAWS CHAIRMAN – MARY D. PETTIS

