

## STANDING RULES

**Section 1.** The regular scheduled meeting of The American Legion Auxiliary, Pinellas Park Unit No. 104, Inc. shall be held on 2nd Saturday of each month, unless otherwise specified and shall be called to order at 11:00 am. An Executive Committee meeting shall be held on the 2nd Saturday of the month unless otherwise specified and shall be called to order at 10:00 am. Five (5) members shall constitute a quorum at any regular meeting of the Unit.

**Section 2.** The annual membership dues of this Unit shall be \$35.00 for Senior membership paid annually or for life and shall include the Department and National per capita. The annual membership for Junior membership shall be \$8.00 paid annually until the age of eighteen (18) years.

**Section 3.** 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, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past President's Parley, Poppy and Public Relations.

**Section 4.** Unit Officers, consisting of the President, Secretary and Treasurer are authorized to sign checks for the Unit. All checks MUST have two of the authorized signers listed in this section.

**Section 5.** A nominating committee composed of three (3) members shall be appointed by the President for the purpose of presenting a slate of Unit officers for the ensuing year.

**Section 6.** An auditor shall be appointed by the incoming Unit President for the purpose of auditing the Treasurer's accounts at the close of the year before books are turned over to the incoming Treasurer.

**Section 7.** 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.

**Section 8.** The Chaplain shall send cards to all ill members and be responsible for purchasing flowers or a plant not to exceed fifty dollars (\$50) plus delivery for any Auxiliary member having major surgery, hospitalized more than three (3) days. A Memorial Tree will be purchased for the loss of spouse or loss of a child. It is the members (or their families) responsibility to notify a Unit officer. Any exception to this section must be voted on in a regular meeting.

**Section 9.** In the case of a death of a Unit member, the Chaplain shall mail sympathy cards to the next of kin. Ten dollars (\$10) will be remitted to the Department of Florida earmarked for the Department Memorial Scholarship Fund.

**Section 10.** Should a situation occur between meetings, the President shall be authorized to disperse no more than one hundred dollars (\$100). Should a true emergency occur between meetings, the President shall poll the Unit Executive Committee. With majority approval, the Committee shall have the authority to disburse an additional (not to exceed) one hundred dollars (\$100). The expenditure may not be reversed by the membership at large and must be reported at the next regular meeting to the membership.

**Section 11.** Funds collected on behalf of the Auxiliary must be counted by two Auxiliary members, funds placed in an envelope to the attention of the Treasurer and left at the Post. The two Auxiliary members will initial, list the amount collected and the event on the outside of the envelope.

**Section 12.** No member or officer is authorized to sell any items on behalf of the Auxiliary without membership approval at a regular meeting. Items to be sold will be purchased by the Unit.

**Section 13.** Should the Treasurer or Secretary leave town, the checkbook and deposit book must be left with either the Unit President or Secretary/Treasurer.

**Section 14.** All officer and Executive Committee badges must be returned to the President at the last meeting of the current year. Each of the aforementioned are responsible for their badges and, if lost, shall reimburse the Unit at the current replacement price.

**Section 15.** Delegates to the Constitutional Conference shall be the President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms and Executive Committee members. The number of delegates will be determined by the Department based on membership. If there are not enough officers to fill the delegate positions delegates will be elected from the members at large at a regular Unit meeting.

**Section 16.** Delegates to the Department Convention shall be the past President and the incoming President. If either are unable to attend, the alternate delegate(s) to replace them will be asked in the following order: First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms and Executive Committee members. The number of delegates will be determined by the Department based on membership. If there are not enough officers to fill the delegate positions delegates will be elected from the members at large at a regular Unit meeting. The outgoing Unit President shall be the Chairman of the delegation. Should the past President be unable to attend, the incoming President shall be the Chairman. Any Past Department President who is a member of Unit 104 will automatically be a delegate and be reimbursed as any other delegate is.

**Section 17.** For delegates attending Department Convention and Fall Conference (as approved) shall have hotel (based on double occupancy) paid for 3 nights maximum, \$50 (fifty dollars) per day allotment, 3 days maximum, paid provided they attend at least 3 sessions and report back in writing or verbally at the next regular meeting. If meetings are not attended and reported on by the member, they must reimburse the Auxiliary for the hotel and the daily allotment in full. In order to have hotel and per diem paid a member must have attended 3 meetings and put in 25 volunteer hours (at Auxiliary events only) during the current year.

**Section 20.** All Unit members present on the premises at the time of, or arrival during the Unit meeting, will either attend the meeting or leave the premises.

**Section 21.** A \$35 fee will be charged to an Auxiliary member whose check is returned, for any reason, in addition to the amount of the check that was written to make good on the debt payable to the American Legion Auxiliary.

**Section 22.** The President, Membership Chairman, Secretary and Treasurer shall each have a key to the Auxiliary office and mailbox. Upon termination of term, all keys are to be given to the incoming Unit President.

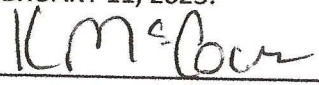
**Section 23.** All members responsible for Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.

**Section 24.** The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

**Section 25.** To be eligible to run for an office or an appointed position you must have attended four (4) meetings during the current year.

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 OUR REGULAR UNIT MEETING ON FEBRUARY 11, 2023.

  
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Unit President – Kim McCown

  
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Unit Secretary – Patricia Cannon

  
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Unit Constitution and Bylaws Chairman  
Patricia Cannon

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Lisa Hoyland  
Department Constitution and Bylaws Chairman

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Date Approved