

SEP 25 2023

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary, Port Charlotte Unit 110, Inc, shall be held on the second Wednesday of each month, unless otherwise specified and shall be called to order at 6 p.m. An Executive Committee meeting shall be held the second Wednesday of the month unless otherwise specified and shall be called to order at 5:15 pm.
2. Seven (7) members of this Unit shall constitute a quorum at any regularly scheduled meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$50 to include Department and National per capita. The annual dues of the Junior membership shall be \$10.00 to include the Department and National per capita.
4. In addition to the Core Committees listed in the Bylaws, the Unit may have the Following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy and Public Relations. All outgoing chairpersons should provide any information they have to incoming chairperson.
5. Unite Elected Officers, consisting of the President, 1st Vice President, Treasurer, and Membership Chairmen are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the 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 deems 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 elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.
9. A Nominating Committee composed of three (3) 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 that two (2) months prior to elections. The member of the nominating committee shall not be barred from becoming candidates for office.
10. Yearly elections may be by voice if there is only one candidate; but where there is more than one candidate for the same office, elections shall be by ballot and the majority of votes cast shall be necessary to elect. Elections shall be held no mor than 90 days, nor less than 15 days prior to Department Convention.
11. **The unit shall sponsor delegates to attend each convention and conference. The delegates shall be either Officers, Board members of Chairmen. The Unit will pay their entrance fee to these events. Each delegate or alternate shall be**

allowed \$25.00 per day for meals as long as they attend the majority of meetings. Up to two (2) rooms for eight (8) delegates will be paid by the Unit. Alternates shall pay for their own hotel accommodations. All members may attend such functions at their own expense except for their registration fees if not delegates or alternates. The Unit will cover the expense of one (1) room, if at the determination of the Unit President to attend the Fall Workshop meetings.

12. Annually the Unit will honor all "early bird" members by notation of this status on their membership cards. Members will be considered to be an early bird by paying dues prior to September 30th.
13. The Executive Committee shall maintain an Emergency Fund of \$100.00 which may be spent by the membership. The Executive committee shall have the ability to vote on situations of financial hardship to pay dues for needy members or to allow members to pay only the fees required by the Department on a case by case basis for the current membership year.
14. 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 shall have the authorization to sign checks.
15. The Unit will participate in a least one Community service even annually.
16. The Unit will participate in at least one Education Project annually. This may include donations of school supplies and/or teacher appreciation awards to our adopted school.
17. The Unit shall purchase eight (8) District picnic tickets as provided to us and give them to members wishing to attend on a first come basis and will purchase items for the picnic as assigned to our Unit by District.
18. The Unit will conduct a minimum of two (2) fundraisers. Proceeds of the fundraisers to the Department President's annual project and a project determined by the Executive Committee.
19. The Unit will provide gifts to visiting District and Department Officers. Gifts and costs will be at the discretion of the President or an appointee.
20. The Unit shall pay for the first year's dues of veterans eligible for membership in the American Legion wishing to join the Unit and will require only the fees required by Department for subsequent years of membership.
21. The Unit shall provide a donation to the Department and National Scholarship fund.
22. The unit shall participate in the Girls State program annually with the number of delegates determined by funds available.
23. The Unit Shall participate in a minimum of two (2) Patriotic Holiday Ceremonies annually.
24. The Unit shall pay rent and /or electricity costs to Post 110 for the use of our office building as determined by the Post Leadership and availability of Unit funds. The Unit shall also maintain a separate telephone at Unit expense which the cost may vary.

25. The Unit shall make an annual donation in support of local Veterans Rehabilitation and/or their family's welfare in our Unit Constitution.
26. Honorary Life Membership is awarded by the Unit to a member who has given many years of dedicated service to the American Legion Auxiliary. The Unit shall pay their annual dues on the first transmittal of each membership year for the duration of their lives unless they transfer out of Unit 110. Honorary Life memberships may be awarded by a majority vote of the Executive Committee.
27. The Unit shall accept only the annual per capita fee due to Department for the payment of back dues providing that the current year's dues are paid in full.
28. Poppy Distribution shall be held annually during Memorial Day week and may be held a second time during the first week of November if desired. (Once this has been approved by the Department of Florida for a second distribution date for this Unit.). The Unit shall order 1000 poppies each year.
29. New Membership Initiations shall be held at a minimum of twice per year.
30. The Unit has adopted a dress code for officers and members may choose at their discretion to abide by the code. For special occasions, uniform will consist of a white shirt, dark pants or skirt and a flag scarf.
31. The Unit shall purchase unit guides for all officers and committee chairpersons at the start of each physical year. Plus, a copy of the handbook and unit guide shall be maintained in the auxiliary office for all to use.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON May 10, 2023

X 
PRESIDENT

X 
UNIT SECRETARY

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