



## STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary, Unit 110, Inc shall be held on the second ~~Thursday~~ **Thursday** 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 **Thursday** of the month unless otherwise specified and shall be called to order at 5:15 p.m.
2. The majority of the members of the executive committee shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$50.00 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. Unit elected Officers, consisting of the President, 1<sup>st</sup> 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 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 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, 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. The members of the nominating committee shall not be barred from becoming candidates for office.
10. Yearly election may be by voice vote if there is only one candidate; but where there is more than one candidate for the same office, election shall be by ballot and the majority of votes cast shall be necessary to elect. Elections shall be held no more 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 or 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 2 rooms for (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 November 30<sup>th</sup>.

13. The Executive Committee shall maintain an Emergency Fund of \$300.00 which may be spent by the membership.
14. 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.
15. The Unit will participate in at least one Education Project annually. This may include donation of school supplies and/or teacher appreciation awards to our adopted school.
16. The Unit will conduct a minimum of two, (2), fundraisers. Proceeds of the fundraiser to the Department President's annual project and a project determined by the Executive Committee.
17. The Unit will provide gifts to visiting District and Department officers. Gifts and costs will be at the discretion of the President.
18. The Unit shall pay for the first year's dues of veterans eligible for membership in the American Legion wishing to join the Unit.
19. The Unit shall participate in the Girls State program annually with the number of delegates determined by funds available.
20. The Unit shall pay ½ of the electricity costs to Post 110 for the use of our office building.
21. All Unit Officers-Elect shall assume their duties as stated in our Constitution and By-laws.
22. 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.
23. 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.
24. 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 poppies as needed.
25. New Membership Initiations shall be held twice a year.
26. 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.
27. The Unit shall purchase a copy of the Handbook and Unit Guides and shall be maintained in the office for all to use.
28. Reimbursement will be given to the Driver that car pools to Convention and/or Conference. The driver will "top-off" fill tank and provide receipt for reimbursement.
29. \$25.00 for gas will be given to the Driver that car pools (3 or more) to a District Meeting over 20 miles.
30. Auxiliary Fundraiser such as Monday Night Bar Bingo, SMTM and Stick It, will pay out, not more than 70%.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON \_\_\_\_\_

x Lisa Hughes  
Unit President

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Susan J. M...i  
Unit Secretary

x [Signature]

Unit constitution and Bylaws Chairman