

STANDING RULES

1. The regular general membership meeting of American Legion Auxiliary, Winter Park Memorial Unit 112, Inc. shall be held on the third Tuesday of each month, unless otherwise specified and shall be called to order at 7pm.
2. Until Unit 112 reaches 25 ACTIVELY PARTICIPATING members, there will be no separate Executive Committee meetings. Items needing to be dealt with in between regular monthly general meetings will be handled by telephone and/or email between the elected and appointed officers. Once Unit 112 reaches 25 ACTIVELY PARTICIPATING members, an Executive Committee meeting shall be held on the third Tuesday of each month unless otherwise specified and shall be called to order at 6:30pm.
3. Three members of this Unit shall constitute a quorum at any regularly scheduled meeting of the Unit.
3. Members unable to attend a regular, annual, or special meeting of Unit 112 in person may participate in those meetings by common electronic means such as by telephone or computer via Zoom. Members participating electronically shall count towards the required quorum as though they were physically present and shall be able to cast voice votes on all matters coming before the unit membership, including elections.
4. The annual Senior membership dues of the Unit shall be \$45.00 to include Department and National per capita beginning with the 2024 membership year. The annual dues of the Junior membership shall be \$ 12.00 to include the Department and National per capita.
5. 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, Poppy, and Public Relations.
6. The elected President, Vice President, Secretary-Treasurer, and Chaplain are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the four above signatures. Should any one of the listed signers be due reimbursement, they will NOT sign a check payable to themselves.
7. 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.
8. A Budget Committee composed of three (3) members, including the Unit Secretary-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 to be presented by this committee. This committee is to form no later than two (2) months prior to the

Unit's election, usually held in May (or April) depending on the date of the Department's annual convention.

10. Participation in at least 50% of the Unit meetings during the year is required for a member to be elected as a Delegate or Alternate to the Department Convention.
11. It is recommended, but not mandatory, that the President should not serve more than two (2) consecutive terms. Serving additional terms would be allowed if the President is nominated by the Nominating Committee and elected by the general membership.
12. To be eligible for nomination for any office, members must be in good standing with current years' dues paid.
13. To vote in the election of officers, member dues for the current year must be paid current.
14. Newly elected officers will take office as of the beginning of our fiscal year on July 1st.
15. Newly elected officers shall pay their dues for the upcoming year before their installation.
16. Voting on all business, including elections, may be done by secret paper ballot, voice vote, a show of hands, email, or any electronic means available.
17. The Unit will present a commemorative gavel or another appropriate thank you gift to the Unit President at the end of her final term as President.
18. The unit shall pay the annual dues for any remaining Charter members of Unit 112 beginning with the 2027 dues year.
19. Unit 112 will use email, its website, and its Facebook group and page to communicate important information to the general membership. Unit 112 will also have an article in the Legion family newsletter published every other month.
20. There will be a \$35 service charge on any check returned unpaid by the makers' bank.
21. After the annual budget has been approved, no further action by the general membership is required to execute the budget as approved.
22. The current year Unit President, Secy-Treas, and Chaplain will automatically serve as Unit delegates to Department Convention unless unavailable. Additional delegates as authorized based on membership and alternates will be elected from the active members.

23. The Unit will pay the registration fee for Department Convention for all elected delegates and alternates. Other members wishing to attend as guests should mail their check to cover their registration to the Unit's PO Box before June 1st.
24. The Unit Secy-Treas will be designated as the Chair of our delegation and authorized to pick up all materials for delegates and alternates at the Department Convention.
25. A stipend of \$50 (as long as funds are available) per day will be paid to authorized delegates who attend the Department Convention if they attend the full day of classes (usually Thursday) and the entire General Sessions on Friday and Saturday. This is to help offset the costs for parking and meals.
26. A stipend of \$50 per day (as long as funds are available) will be paid to authorized delegates who attend the Department Fall Conference if they attend the full day of General Sessions on Friday and Saturday. This is to help offset the costs for parking and meals.
27. The Unit Secy-Treas is authorized to obtain a Unit debit card to process memberships and purchase supplies as needed. Receipts for all purchases made by the debit card will be attached to the monthly finance report.
28. All Unit bills should be paid immediately upon receipt.
29. The Unit Secy-Treas is authorized to use the bill pay system through the Unit's bank to pay Unit bills.
30. Electronic signatures and rubber signature stamps on documents are acceptable.
31. Postage will be provided to the Membership Chair, Chaplain, President, and Secy-Treas as requested.
32. Unit Guides will be provided by the Unit for the Vice-President, Secy-Treas, and Chaplain. The president's Unit Guide is provided by the Department. Other members wanting a Unit Guide may purchase them from the Department of Florida online store through the Department website.
33. New member and transfer applications will be voted on by the members attending the business meeting immediately following their receipt.
34. The Membership Chair will send a welcome letter to all new members along with their new membership cards. The letter should include information about our meeting days and times along with how to access our Zoom meetings. The letter should also include a copy of our current governing documents and the National Auxiliary Code of Conduct.

35. The Membership Chair will send a letter to all members in early July (target 7/1) asking for their dues payment for the upcoming year. The letter should also include a short recap of our accomplishments during the current year. All members should strive to renew their membership before October 1 each year.
36. The Secy-Treas will email to all members the minutes from the previous meeting prior to the upcoming meeting where they will be approved as written or as corrected.
37. The Secy-Treas will email the Finance report to those members who attended the immediate past meeting for review.
38. Unit members shall be guided by the Code of Conduct and the Code of Ethics as published in the National American Legion Auxiliary Standing Rules.
39. Cash received for all Unit fundraisers will be counted and verified by two Unit members and then sealed in an envelope signed by those members. The sealed envelope should be given to the Secy-Treas to be deposited in the unit's bank account. The Unit Secy-Treas will provide a receipt to the event chair for the monies received.
40. A copy of the Unit's proposed budget for the upcoming program year will be emailed to all members in early May by the Unit's Secy-Treas so it can be voted on at the Unit's June meeting.
41. The Secy-Treas books will be audited by the Audit Committee annually after the close of books on June 30th but not later than September 1st.
42. The Unit will maintain a Gmail email account to be used for correspondence and notifications from our members, Department, and District. The Secy-Treas will check email daily and respond as needed. Any officer wishing access to the Unit's email account can obtain the password from the Unit's Secy-Treas. Important correspondence will be saved in appropriate folders in the Gmail online account. The password for the Gmail account will be changed annually on July 1st.
43. These Standing Rules for Unit 112 may be amended as needed by two-thirds (2/3) vote of the members in attendance at any meeting where a change is suggested, or, if prior notice has been given, by a majority vote.

**THESE STANDING RULES WERE READ, VOTED ON AND APPROVED
AT A UNIT MEETING HELD ON SEPTEMBER 16, 2025.**


Unit President


Unit Secretary


Unit Constitution & By-Laws Chairman

Established 3/9/2010
Revised 12/11/2011
Revised 12/8/2017
Revised 12/14/2018
Revised 7/20/2021
Revised 11/15/2022
Revised 9/16/2025