



**STANDING RULES OF
WILLIS V. ROWAN AMERICAN LEGION
AUXILIARY UNIT 116, Inc.
DEPARTMENT OF FLORIDA**

August 4, 2026

1. The regular scheduled meeting of the Willis V. Rowan American Legion Auxiliary Unit 116, Inc. shall be held on the first Tuesday of each month and called to order at 4:30 p.m. eastern standard time, unless otherwise specified. Meetings may be held in person or through electronic media as deemed necessary. An Executive Committee meeting shall be held at the discretion of the Committee when deemed necessary and must provide ample notification of date and time to all members.
2. Five (5) members of this Unit shall constitute a quorum at any regularly scheduled meeting.
3. The annual Senior membership dues of the Unit shall be \$45.00, to include Department and National per capita. The annual dues of the Junior membership shall be \$6.00 to include the Department and National per capita.
4. In addition to the Core Committees listed in the Bylaws, the Unit shall have the ability to add Committees as listed in the American Legion Auxiliary Programs as determined by membership and as included within these Standing Rules.
5. Unit elected Officers, consisting of President, Vice President, and Secretary-Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have at least two (2) signatures (i.e. above-named Officers).
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. 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.
8. 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 election.
9. An Audit Committee consisting of at least two (2) 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.

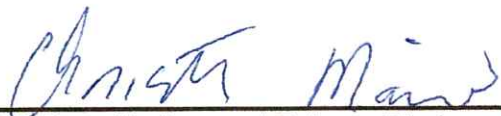
10. As per annual District, Department and Federal requirements, the Treasurer will remit payments as follows:
- a. Bond fee
 - b. Division of Corporations (SunBiz)
 - c. ALAMIS User Access Fees
 - d. Additional District, Department and Federal required payments as approved by the Unit President.
11. Reimbursement for up to 2 Auxiliary officers to attend the annual instructional conference in June of each year will be made as follows:
- a. Cost of meals, excluding alcoholic beverages, fuel, parking and hotel cost, including tips.
 - b. Receipts must be provided, excluding tips, as detailed above within 45 days of the expenditure(s).
 - c. All required workshops and meetings must be attended.
 - d. Any member in good standing may attend conferences at their own expense.
12. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

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.

These Standing Rules were read, voted on, and approved at our regular Unit meeting August 4, 2026.


Unit President


Unit Secretary


Unit Constitution and Bylaws Chairman