

STANDING RULES
AMERICAN LEGION AUXILIARY
HUGH GILBERT STRICKLAND UNIT 138 INC.
DEPARTMENT OF FLORIDA

MEETINGS

1. The regular scheduled meeting of American Legion Auxiliary Hugh Gilbert Strickland Unit 138, Inc. shall be held on the fourth Monday of each month, unless otherwise specified and shall be called to order at 6:30 pm. An Executive Committee meeting shall be held one half hour prior to the regular scheduled meeting of each month unless otherwise specified and shall be called to order at 6:00 pm.
 - a. In the event of an emergency, where an in-person meeting cannot be held, meetings may be held electronically.
 - b. In the event of an emergency, where an in-person meeting cannot be held, Unit nominations & elections may be held electronically or via a drive-through voting station.
 - c. Electronic transmission of meetings will be made available to the general membership who may not be able to attend due to being home-bound, ill, traveling, etc. upon request by the member.
2. Seven (7) Members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The Unit President, at their discretion, will determine whether a given month's meeting is to be considered a formal or informal meeting. During a formal meeting:
 - a. The President shall, at their own discretion, indicate whether alcoholic beverages will be permitted.
4. All applications or transfers for membership shall be acted upon at the next regular business meeting following the making of such application, and shall be at such meeting accepted, rejected, or referred for further investigation and consideration. Vote may be oral or by ballot. Applicants should not be present during vote.

FINANCES

1. The Treasurer must submit an itemized report once a month.
2. There shall be three (3) separate individuals, on record with the bank, who are authorized as signatories on the Unit checking account. These three (3) individuals shall be the President, Treasurer and one other elected officer, the President shall make a recommendation, from the current elected officers and be approved by the Executive Committee, on the third signatory. Two (2) signatures will be required to authorize Unit checks.

3. Any Committee Chairman who, as part of the normal course of Committee activity, requires advance funds for a given project, shall present her/his request to the Executive Committee, who will make a recommendation to the General Membership for approval. If advance approval is not practicable, if the expense does not exceed the current approved budgeted expense, the Chairman will present any receipts to the Treasurer, reimbursement of which will be affected upon approval of the President.
4. An Audit Committee composed of three (3) members shall be appointed by the President auditing the Treasurer's accounts at the close of each term, making a report of audit to the Unit.
5. The three signatories on the bank account shall have authority to purchase supplies without prior approval of the General Membership for planned expenses already listed on the annual budget. All receipts must be given to the Treasurer prior to reimbursement.
6. The President shall have a discretionary availability up to \$100.00 monthly as needed to conduct business for the good of the Unit. All receipts must be given to the Treasurer within seven (7) days of incurring the expense.
7. All members responsible for the Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.
8. The Chaplain shall be reimbursed for member cards and associated postage at the end of the Auxiliary year, based on receipts presented for purchases. Reimbursement for floral arrangements including delivery, not to exceed \$50.00, will be affected upon presentation of the receipts to the Treasurer. An allocation of up to \$50.00 will be provided toward food furnished for Celebration of Life ceremonies for deceased Unit 138 members.

MEMBERSHIP

1. If a membership or transfer is rejected, the person may not reapply for six months.
2. Senior members upon completion of thirty (30) or more years of active, continuous participation at the Senior membership level are required to pay only the amount of the current Department and National Per Capita quota for their Renewal card.
3. The annual membership dues of the Unit shall be \$40.00 per Senior member, and \$10.00 per Junior member, which is inclusive of the Department and National annual per capita dues. Dual members will pay the current per capita amount which includes the current National and Department dues. This will be effective as of July 1, 2022.
4. No member of this Unit shall criticize any other Unit or member thereof.

5. Neither this Unit in the Department of Florida, nor any member thereof shall circularize any other Unit or member without the consent of Department Executive Committee.

INITIATIONS

1. As necessity and/or interest dictates, the Unit will conduct an Initiation Ceremony for the new members. An American Legion Auxiliary pin and a copy of the Unit Constitution and Bylaws will be given to each member upon her initiation into Unit 138.

CONVENTIONS

1. Delegate's and Alternate's to a Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two (2) weeks prior to the convention. Alternates shall have priority in order of their election. Elected officers and committee chairpersons will have higher consideration for being nominated to attend.
2. Each Unit is entitled to two (2) Delegates and two (2) Alternates. Each Unit is further entitled to one (1) each additional Delegate and Alternate for each fifty (50) members or major fraction thereof whose current Department and National Dues have been received by the Department Secretary/Treasurer fifteen (15) days prior the date of the Department Convention.
3. Because of their responsibilities to lead the Unit, the incoming President, in good standing, shall automatically be a Delegate.
4. Up to two rooms will be paid for with Unit funds for delegates attending conventions and/or conferences. Any additional rooms requested will be brought up for a vote by the general membership during a regularly scheduled meeting.

RESPONSIBILITIES

1. Unit Committee Chairmen are not granted independent authority for decisions affecting the Unit. Any decisions pertaining to the Unit must receive the prior approval of the Unit President and the majority of the members present at a General Membership meeting.
2. Correspondence pertaining to the Unit shall be processed by the Unit Secretary, unless *individual Unit Chairmen wish to do their own*. Copies of any correspondence shall be given to the Unit Secretary for inclusion in the Unit files. All incoming correspondence shall be read to the General Membership during their meeting.
3. The Unit President may appoint a Parliamentarian to serve during their administration.
4. Any officer who is unable to attend a General Membership meeting for any reason must notify the Unit Secretary or Unit President for the absence to be considered excusable.
5. When practicable, 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.

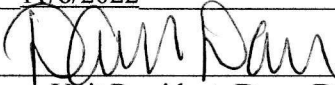
6. The Unit President and one other officer shall be reimbursed for two (2) night's room expense to attend Department Workshop. In the event the Unit President or Unit Secretary are unable to attend; other members may be appointed to attend in their stead.
7. Where deemed necessary, a Recording Secretary 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 presenting a budget for the ensuing year.
9. The Unit shall be guided by the "Code of Ethics" as published in the National Auxiliary Standing Rules on pages 23-27.
10. All elected Officers shall take office & begin their duties at the start of the fiscal year, July 1st.


GIFTS

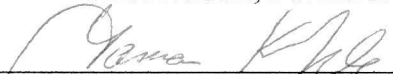
1. A Past-President pin will be presented to a Past President who has served at least six (6) months of their term, or who is compelled to resign due to circumstances beyond their control.
2. Gifts to ill or hospitalized members shall not exceed one (1) gift or a total of \$50.00 per year per member at the discretion of the Unit Chaplin.
3. Graduating high school seniors who had previously represented Unit 138 at Girls State after their junior year will be provided a \$200.00 scholarship toward their future educational endeavors.

THESE STANDING RULES FOR AMERICAN LEGION AUXILIARY HUGH GILBERT STRICKLAND UNIT 138 INC. WERE READ AND APPROVED AT THE GENERAL MEMBERSHIP MEETING ON

Date: 11/8/2022

By: 
Unit President, Dawn Davis

By: 
Unit Secretary, Megan Leahy

By: 
Unit Constitution and Bylaws Chairman, Tamara Zell