

Unit 139 STANDING RULES

1. The annual membership dues of this Unit shall be \$45.00 for Senior and \$10.00 for Junior, to be paid annually and/or Paid Up For Life, per the PUFL Rate Chart at ALAforVeterans.org, and shall include the Department and National Per Capita. All dues to be paid on or before December 31st of each year.
2. The general meetings of American Legion Auxiliary Dale Mabry Unit 139 shall be held on the first Tuesday of each month and shall be called to order at 6:35 pm. The Executive Committee shall meet once a month, on the fourth Tuesday at 6:35pm. Three members shall constitute a quorum at either meeting.
3. The annual meeting for Nominations shall be held in the months of March and April. Jobs still vacant may have nominations entered in May. Candidates must be present to accept a nomination in person. Elections shall be in May at the regularly scheduled meeting on the first Tuesday at 6:35 pm.
4. In the event elections are unable to be held due to a State of Emergency (the Executive Committee will determine when this is necessary), mail-in ballots and conference call votes are allowed only during this event.
5. Unit Elected Officers, consisting of President, Treasurer and 1 other Officer are authorized to sign checks for disbursement of funds from Unit Treasury. President shall appoint the third Officer. All checks shall be signed by 2 of 3 of the above members. 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.
6. No member is to spend unit money without said expenditure being recommended by the Executive Committee and reported to the General Membership unless it has been approved and budgeted for that specific purpose. Budgeted expenses should be reported to the membership at the next general meeting. The budget is a proposed guideline for expenses, all money allocated to a line item does not need to be spent. Any personal expenditure made by a Unit Member based on General Membership and Approval must have a receipt before the Treasurer will process a reimbursement.
7. At the beginning of each year, immediately following Installation of New Officers, the Treasurer shall be responsible for updating the signature cards at the bank: The President, Treasurer and 1 other Officer appointed by the President shall be added to the account. The Treasurer shall maintain control of the checkbook, debit card and all records. In the event of a prolonged absence, those items should be passed to the President. Any approved expenses incurred by a Committee, Office, or member must be vouched prior to reimbursement.

8. Incoming and Outgoing Presidents are automatic delegates to the Department of Florida Convention in June. . An alternate will be utilized if one or both cannot attend. There is nothing to prevent the Unit from authorizing additional delegates up to the number allotted by the Department of Florida, funds permitting.

Fall Conference: Any Member that is voted on to attend and represents the Unit at all business sessions and /or attends classes shall be compensated at the same rates as the delegates to convention.

A Hotel cost – at the Department s lowest ‘discounted rate.

B Per diem – at the IRS rate for full days and at 75% of IRS for travel days

C Travel -\$100 per vehicle

D Vouched parking – if necessary.

Reimbursements shall be reduced by any amount paid by the Legion for the same room , travel, or parking.

9. The unit will attempt to provide Chairs for each of the national programs, including Auxiliary Emergency Fund, Education, Girls State, Leadership, Junior Activities, Legislative, Past Presidents Parley, Poppies, Public Relations, Children & Youth, National Security.

10 Code of Conduct is as stated in the preamble and consistent with always treating each other with dignity and respect. Members may bring a previously purchased beverage into the meeting to finish as opposed to leaving it unattended at the bar. Leaving the meeting for refills or requesting bar service during the meeting is not allowed.

11. Disciplinary Procedures

- a. The following scope of practice will be followed:

Scope:

1. Complaints related to issues within the Unit should be directed to the Auxiliary, while matters outside the scope of the Unit involving the canteen or other Post matters should be referred to the appropriate House Committee.
2. For Canteen or Legion matters, the complainant must write a letter to the Post Commander, with a copy to the Auxiliary President, notifying them of the matter.
3. For Auxiliary matters the following disciplinary processes should be followed:

Initial Actions:

4. A letter addressing the conduct shall be sent to the Unit President from the Complainant, or documentation of the misconduct shall be in writing by a designated representative, unless the President is the offender.
 5. Mentions of charges being filed against a "Unit member" are to be kept confidential, and name and charges are not to be discussed during convened Unit meetings.
 6. Conduct matters shall be immediately attended to and must be addressed within the first two (2) weeks.
- ii. Meeting with Accused:
1. Upon receipt of a complaint, a private meeting shall be held with at least two officers and the accused to discuss the charges and give the accused an opportunity to defend, explain, or dispute their actions. If guilt is determined, a corrective plan of action will be agreed to in writing.
- iii. Disciplinary Actions:
1. If the behavior is not corrected and/or persists within thirty (30) days, disciplinary actions can be expected.
- iv. For general misconduct at the Post Canteen or during Auxiliary functions:
- 1st Offense: Suspension from Auxiliary privileges, including Post entry , for one week.
- 2nd Offense: Suspension from Auxiliary privileges, including Post entry, for one month.
- 3rd Offense: Expulsion from the Auxiliary. Bar from entry to the Post

The above rules were read and unanimously voted on at a meeting on Feb 6th,

Signed on this _____ day of _____, 20 _____