

STANDING RULES

- The regular scheduled meeting of American Legion Auxiliary Alafia Unit 148, Inc. shall be held on 3rd Thursday of each month, unless otherwise specified and shall be called to order at 7:00 pm. An Executive Committee meeting shall be held the 3rd Thursday of the month unless otherwise specified and shall be called to order at 6:30 pm.
- Seven (7) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
- The annual Senior membership dues of the Unit shall be \$40.00 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.
- 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, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
- Unit elected Officers, consisting of President, 1st Vice President, Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.
- Where deemed necessary, a Recording Secretary and Corresponding Secretary may be appointed to carry on the duties normally performed by the Secretary.
- 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.
- A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.
- 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.
- A Risk and Compliance Committee consisting of three (3) 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.

- The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.
- The Unit President has a discretionary fund of \$100.00 not to exceed this amount in a month
- The Unit President and Secretary by virtue of their office shall be automatic first and second delegates to all conventions requiring the election of delegates and alternates. The registration fees for delegates and alternates that attend convention are to be paid for by the Unit.
- Hotel accommodations for DULY ELECTED DELEGATES to Conference and Department Conventions shall be reimbursed based on 50% of a double occupancy for up to two nights. This reimbursement will be paid upon submittal of a report and receipt at the first General meeting following the Convention/Conference. At no time will a person who holds office in District or Department be reimbursed for hotel accommodations. In addition, no reimbursement will be made to an Auxiliary delegate that has her room paid for by the Legion or SAL. Alternates pay for their own hotel accommodations. In the event they have replace a delegate, the same reimbursement rules apply.
- Auxiliary members of Unit 148 must attend regular meetings if they are on the Post premises. They will not be served in the lounge while the meeting is in session and must leave the lounge area during the meeting.
- All matters in the lounge area will be referred, through the President, to the Legion Executive Board for action. Any matter of discipline in the meeting hall shall be brought before the Auxiliary Executive Committee for action and the District President should only be asked to intercede upon written request of three (3) members in good standing. **Auxiliary members should not be discussing Legion business. Any infractions while a patron of the lounge should be brought to the Unit President's attention and discussed with the Post Commander to decide course of action.**
- Flowers or a gift not to exceed \$75.00 plus tax and delivery shall be sent or taken to a hospitalized member if her dues are current. Flowers will be sent to sick members after three (3) consecutive days in the hospital for illness, only once in each fiscal year. No flowers will be sent for hospitalization tests or study. Flowers sent in the event of death of a member and/or immediate family member will not exceed \$100.00, plus tax and delivery.

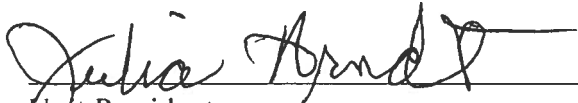
Whenever possible, preference for Girls State application will be given to members of Alafia Unit 148 Juniors, providing those Juniors meet the application requirement and from one of the local high schools. Candidates may appear before the Unit or Units


Girls State Committee in person or by means of electronic communications such as Zoom, Skype, FaceTime etc. for the purpose of interview. The Candidate must be visible at all times during the electronic interview. Codes of Conduct, including but not limited to confidentiality, by the Unit or Unit Committee must be adhered to at all times during the interview. Selection of Candidate/Candidates interviewed electronically will be advised by electronic means or phone call of the results of said interview.

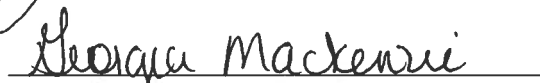
- Scholarship Fund. This shall be for tuition for one quarter (semester) and shall be payable to the college or trade school and the recipient. This award will be screened by the Education Chairman with final approval given by the floor at a regular meeting.
- All offices shall be given a Unit Guide, paid for by the Unit, at the beginning of each administrative year.
- New members shall be given an American Legion Auxiliary Membership Pin, a copy of the Constitution, Bylaws and Standing Rules when initiated.
- Eligibility to wear officer's badges includes only those officers who hold and complete their full term of office. All elective officer's badges MUST be returned to the Unit upon termination of completion of the office for which it was held. Should an officer desire to keep the badge, it can be purchased from the Unit. The Unit shall present the outgoing President with a Past President's Pin and gift not to exceed \$50.00. In the event that the outgoing President does not desire a Past President's Pin, the gift is not to exceed \$75.00.
- All money deposited in the Auxiliary checking and/or savings account is not to be used unless a budgeted item or recommended by the Unit Executive Committee and voted on by the Unit.
- Madame President should be kept informed of all decisions of any Chairman or Committee prior to the implementation of a project.
- Anyone raising funds on behalf of the Unit shall be required to turn all funds over to the Unit Treasurer immediately for deposit.
- No Unit member will be reimbursed for gas or mileage when performing activities on behalf of the Unit.
- A copy of the Secretary's previous meeting minutes and Treasurer's report to be given to each member- upon arrival at the meeting in lieu of actual reading of the minutes and Treasurer's report.

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 vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON January 19, 2023.


Unit President


Unit Secretary


Unit Constitution and Bylaws Chairman