OCT 2 6 2026

STANDING RULES
Town and Country Memorial Unit 152

1. The annual dues of this Unit shall be forty-five ($50.00) Dollars for seniors, and junior dues shall be five ($5.00) Dollars which shall include the Department and National Per Capita.
    a. EFFECTIVE JULY 1, 2026 YEARLY DUES SHALL BE $50.00 PER SENIOR MEMBER.
    b. Gold Star Parents and Honorary member's annual dues shall be paid by the Unit. As a courtesy to a veteran who is eligible, their dues will be the current per capita required by National and Department.

2. The General meetings of this Unit shall be held on the fourth Thursday of each month with the exception of November which will be held on the fourth Tuesday, a special meeting may be called as necessary. The general meeting shall be called to order at 7:15 p.m.

3. The Executive Committee shall meet on the Fourth (4th) Thursday of each month at 6:30 PM. Four (4) members of the Executive Committee shall constitute a Quorum.

4. Seven (7) members shall constitute a quorum at any General meeting of the Unit.

5. To be eligible for an officer nomination, the member of Unit 152 must be in good standing.

6. A nominating committee composed of three (3) members shall be elected in the Month of February for the purpose of presenting a slate of Unit officers for the ensuing year.

7. Nominations for Unit Officers and Executive Committee members will be held in the month of April at the general meeting, where nominations from the floor will also be accepted.

8. Elections shall be held in conjunction with the elections of the Post 152 American Legion. Voting shall be by written ballot; each ballot shall provide space for write-in candidates. A majority of the votes cast shall be required to elect an officer. Upon completion of the installation of officers, all ballots shall be destroyed by the Unit Secretary.

9. An Election Committee, which consists of (3) three members, shall be elected at the April meeting after the final nominations have been read. The duties of the Election Committee are to be present during the Elections to ensure all members that vote are in good standing and membership dues are up to date. Upon the completion of Elections, the Committee will then count the ballots and post the winners accordingly in the post home lounge.

10. Unit Officers shall be installed after Department Convention and coincide with that of the American Legion Post 152 and shall enter upon their duties immediately. However, if prevailing circumstances arise an installation of officers will not be necessary, and the incoming officers will be effective July 1 of said year.

11. Any Unit officer not attending three (3) meetings in a year can be asked if they would like to step down from the position.

12. A Risk and Compliance committee composed of three (3) members, not to include the incoming or outgoing Treasurer or any incoming or outgoing check signers, shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and making a report of the audit to the Unit at the next general meeting.

13. Unit Budget; Any line-item expense due for payment prior to the annual budget approval process shall be paid from the immediate previous year as approved by membership. Any overage in the amount due for payment will be brought to the attention of the membership at the next scheduled general meeting.

14. A budgeting committee composed of three (3) members shall be appointed by the Unit President, after the Audit Committee gives its report to the unit, for the purpose of setting a budget for the general membership's approval for the upcoming year. The incoming Treasurer shall be one (1) of the three (3) members chosen.

15. Year-end reports shall be made by the chairperson of each committee in written form to the Unit President and to the respective District Chairperson no later than April 1st, and any other report that may be required or requested by the Unit, District or Department. These committees may be combined, but if combined, separate reports shall be made to the District and Department chairperson. If there are any vacancies in any chairpersonships it is the responsibility of the Unit President to complete said reports.

16. Delegates and Alternates to the District Constitutional Conference shall be elected at the general meeting preceding the date of such District Conference. Delegate strength shall be based on membership shown by Department Membership Bulletin issued at least ten (10) days before such Conference.

17. Representatives to the Fall Conference shall be the President and Secretary. Should the President and/or Secretary not be available to attend Fall Conference up to two (2) members may be nominated and elected as unit representatives for Fall Conference. The representatives must a member in good standing, having attended 5 general meetings in the past year and be nominated at a General Membership meeting. A verbal report of the Conference activities is required at the next scheduled general meeting. The Unit will pay each Representative up to one hundred and fifty dollars ($150.00) per day toward expenses for each Conference provided funds are available. Should the representatives hold an office outside of the unit such as at the district or department level the unit will not reimburse the representative for any expenses.

18. Delegates to the Department Convention shall be the President, President-Elect, Secretary, and Secretary Appointee, plus delegates elected by the membership to fill the Unit quota as set by Department. Delegates elected must be active and attend Auxiliary meetings at the Convention. A verbal report shall be made to the general membership at the next general meeting.

19. The Unit will pay Delegates registration fees to Department Convention. In addition, the Unit may pay delegates a per diem per day not to exceed one hundred and fifty dollars ($150.00) per day. In order to be eligible for the per diem delegates must a member in good standing, having attended 5 general meetings in the past year, not hold an office higher than district and be nominated at a General Membership meeting. Payment is made in the amount of $75.00 per day for each session attended, i.e., morning session and afternoon session when staying overnight. These sessions must be attended in their entirety. The unit may pay delegates a per diem not to exceed seventy-five ($75.00) when attending the general session meeting and/or breakout meetings but not spending the night. The payment for per diem will be made at the first general meeting after the convention, provided funds are available and a verbal report is made to the general membership. Department officers shall be automatically elected as a delegate but will not be eligible for per diem.

20. Upon the recommendation of the Executive Committee, Honorary Membership may be presented to a member who has been in good standing for at least fifteen (15) years, has served as the chairperson of at least three (3) committees, and has held at least three (3) elected offices, one (1) of which must be Unit President, First Vice President, or Second Vice President. The member must also have regularly attended Unit meetings and volunteered for kitchen duty.
Please note that fulfilling these requirements does not automatically qualify a member for Honorary Membership. Honorary Membership is a recognition of outstanding service and dedication to the Unit and is awarded only upon the recommendation of the Executive Committee and approval in accordance with the Unit's bylaws and policies.

21. Upon the death of a member of Unit 152, ten dollars ($10.00) will be sent to the Department Memorial Scholarship Fund in their memory, and the family notified of this action.

22. A Past President's pin shall be given to all presidents retiring from office other than for arbitrary resignation and a President's Pin to the newly installed president.

23. Any request for money over twenty-five dollars ($25.00) by a Unit Chairperson that is not in the Unit Budget must be presented to the General Membership at a regular Unit meeting. Any request for funds made by the American Legion, Sons of the American Legion, or American Legion Riders must be made to the Auxiliary President, who then must present to the Executive Committee for recommendation to the General Membership for voting.

24. All proceeds from all events shall be applied to the General Fund unless previously voted on and approved. The exception to shall be the second (2nd) Friday Night Bites dinner of each month proceeds shall be applied to the Children and Youth account.

25. Transfer $200.00 per month from General Fund into the Girls State reserve account not to exceed $2,400.00 from General Fund per ALA calendar year.

26. Fundraising for all programs, excluding Children and Youth:
    a. Two (2) ALA Bingo night dinners per ALA calendar year
    b. One (1) ALA Steak Shoot per ALA calendar year

i. Preapproved expenditure reimbursement not to exceed $75.00 for steak shoot prizes and decorations.

c. Two (2) additional dinners on any other available night cleared through the Post 152 Entertainment Committee.

For Children and Youth

a. All second (2nd) Friday Night Bites dinners of each month.
b. One (1) ALA Steak Shoot per ALA calendar year
c. Two (2) additional dinners on any other available night cleared through the Post 152 entertainment committee

27. Two (2) raffles per program (identified below) per ALA calendar year not to exceed 30 days per raffle cleared through the Post 152 2nd Vice Commander, and must meet the following requirements:
    A. Number of items per raffle is unlimited
    B. Raffles must include pre-printed tickets including
        - Program
        - Prize
        - Cost per ticket
        - Date of drawing
        - Examples of raffles include baskets, State of Florida Lottery Scratch Offs, television sets, grills, etc.

Protocol for baskets:

- Must be covered in cellophane
- Must NOT include physical bottles of alcohol- if so, they must be wrapped
- Empty bottles, pictures of bottles or any simulated looking bottles are permitted
- Listing basket contents is also appropriate

Programs

- Auxiliary Emergency Fund
- Americanism
- Community Service
- Children and Youth
- Education
- Girls State
- Juniors
- National Security
- Past President Parley
- Poppies
- Veterans Affairs and Rehabilitation

28. Proceeds from the Sunday breakfast, if any held, shall be applied to the General Fund. The exception to this is when there is a fifth Sunday; the proceeds shall be applied to the Past Presidents Parley account.

29. The Unit President shall have a one hundred dollar ($100.00) per Auxiliary calendar year discretionary fund.
30. A Unit Email Account, alaunit152@gmail.com has been created to communicate with members and will be updated with email addresses as received on applications for membership. The email account will be monitored and maintained by the Unit Membership Chairperson, Unit Secretary, as well as a Unit 152 member appointed by the Unit President.

31. A Unit Facebook account, American Legion Auxiliary Town & Country Memorial Unit 152 has been created to communicate with those that have joined the group. This account will be monitored and maintained by the Unit President and a Unit 152 member appointed by the Unit President. These individuals will be considered admins for the account.

32. All applications and transfers for membership shall be acted upon at the next general meeting following the making of such application, and shall be at such meeting accepted, rejected, or referred for further investigation and consideration. Vote can be either oral or by ballot. Applicant shall not be present during the vote.

33. In addition to the duties as described in Bylaws it shall also be the duty of the Unit President to complete all Department required reports for chairpersonships to which there is no chairperson assigned.

34. In addition to the duties as described in the Unit Bylaws the First and Second Vice President, Chaplain, elected Members at Large, and Immediate Past President duties will also include chairing a Program of the American Legion Auxiliary and completing reports as required by Department.

35. In addition to the Core Committees listed in the Bylaws, the Unit shall also have the following committees, when possible, Auxiliary Emergency Fund, Community Service, Education, Girls State, Juniors, Legislative and Public Relations.

36. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

37. In addition to the three (3) elected Members at Large, as stated in Constitution and Bylaws. The Immediate Past President and Membership Chairperson will be automatically placed on the Executive Committee

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

39. Any member of Unit 152 displaying verbal aggression toward another member of any American Legion Auxiliary or an American Legion Auxiliary Unit and/or defacing or removing Auxiliary signage at the American Legion Post 152, will be asked in writing by the Unit President and approved by the executive committee, via certified mail to cease & desist. Failure to comply can result in disciplinary action by the American Legion Post 152 or if deferred to the American Legion Auxiliary Unit 152 disciplinary action by same.

THESE STANDING RULES WERE READ, VOTED UPON AND APPROVED AT OUR REGULAR MEETING ON THIS __23rd__ DAY OF ___July_____ 2026.

JoAnn Lathers
Unit 152 Secretary

Sheryl Kinsler
Unit 152 Chairperson Constitution and Bylaws

Sheryl Kinsler
Unit 152 President