

## STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary, J.W. Mathers, Jr., Unit 163, Inc., shall be held on the second Thursday of each month, unless otherwise specified and shall be called to order at 7:00 PM at the Post Home. An executive Committee Meeting shall be held the second Thursday of each month, unless otherwise specified and shall be called to order at 6:30 PM.
2. Ten (10) members of this Unit shall constitute a quorum at any regularly scheduled meeting of the Unit.
3. The annual Senior membership dues for the Unit shall be Forty-five dollars (\$45.00), to include Department and National per capita. The annual Junior membership dues for the Unit shall be seven dollars (\$7.00)
4. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (A.E.F.), Cavalcade of Memories, Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Past Presidents' Parlay, Poppy, and Public Relations.
5. Unit elected Officers, consisting of the President, 1st Vice President and Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks **MUST** have two (2) of the three (3) above signatures.
6. 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.
7. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected / appointed to execute 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 the purpose of presenting a budget for the ensuing year.
9. A Nominating Committee, composed of three (3) members, shall be elected for the purpose of presenting a slate of officers for the ensuing year. The committee shall have the permission of each candidate for the office to be presented by this committee. This committee is to form no later than two (2) months prior to election.
10. **Elections:**
  - a. All officers of the Unit, except for the Secretary, who is appointed by the Unit President, shall be elected at the annual meeting, called for that purpose, no more than ninety (90) days and no less than fifteen (15) days prior to Department Convention.
  - b. A candidate for office, unable to attend an election, must send to the Unit President a dated and signed letter, indicating his or her willingness to serve, if elected.
11. The outgoing President shall receive, from the Auxiliary Unit, a Past President's pin or \$50.00.
12. There shall be no alcoholic drinks permitted in the meeting room when colors are posted.
13. All hospitalized or ill members will receive a get-well card upon each illness.
14. Paying dues for Unit Members:
  - a. Dues for any member that is 80 years of age or older, who has five (5) years of continuous membership within Unit 163, shall be \$10.00 and the remainder will be paid by the Unit.
  - b. The member must be 80 years of age by the beginning of the physical year, January-December. Years on transfer from another unit will not count toward the five (5) years.
  - c. Fifty (50) years of continuous membership will also be paid by the Unit.
15. In the event of an Auxiliary member's death, the family will be given a card and notice that \$20.00 has been donated to the American Legion Auxiliary Memorial Fund in the name of the deceased. Cards and notices shall be delivered to the family within thirty (30) days of the member's death.
16. The Sgt-at-Arms and Asst. Sgt-at-Arms will oversee colors at any function where Auxiliary colors are presented.

- a. In the event that neither the Sgt-at-Arms nor the Asst. Sgt-at-Arms can make said function both officers are to notify the President as quickly as possible.
  - b. If the Chaplain or Secretary cannot attend a meeting or function, where their presence is required, (i.e., Memorial Service), he/she is to notify the President as quickly as possible.
17. It is the duty of the Second Vice President to function as Social Chairman.
18. No cash donations from this Unit are to be given to special benefits for ill or deceased members. However, individual donations are permitted.
19. Each Unit Officer will be issued a Department Unit Guide at the expense of this Unit.
20. Department Convention:
  - a. Delegates to Department Convention must attend all regularly scheduled meeting or surrender to the Alternate. If the Delegate surrenders to the Alternate, the Alternate will become the Delegate for the balance of the Convention. If the Delegate receives any money from the Unit, the
  - b. Alternate will receive (from the Delegate's fees) the prorated amount.
  - c. The incoming Unit President and Membership Chairman that attend the Thursday meeting(s) at Department Convention, whether elected as delegates, shall receive financial compensation for attending such meeting(s).
  - d. Delegates and Chairmen must attend all corresponding meetings to their Programs. In the event they find a conflict with two meetings, they must attend one of the meetings.
  - e. No member shall receive any money from this Unit to attend the National Convention, whether elected as a Delegate or Alternate at the Department Convention to attend same.
21. Initiation Ceremony:
  - a. An initiation ceremony for new members will be held once a year. An Auxiliary pin will be presented to NEW members.
  - b. The Membership Chairman will send out invitations to new members at least two (2) weeks prior to the Initiation date. He/she will also ensure that it is posted in the monthly Post Newsletter.
  - c. Initiating Officers are to wear white clothing.
22. Treasurer:
  - a. The Treasurer will be responsible for the timely submission of the Annual Renewal of the
  - b. Solicitation Permit to the Florida Department of Agriculture and Consumer Services.
  - c. The Treasurer and President will be responsible for the timely submission of the Annual Report Notice to the Florida Department of State, Division of Corporations.
  - d. The Treasurer is responsible for Florida Sales Tax to be reported on time.
  - e. The Treasurer is responsible for timely filing of form IRS 990-N.
23. Unit funds:
  - a. Unit obligations will be paid for the year as soon as it is financially feasible for the Unit.
  - b. No unallocated funds may be spent without approval of the majority (50% + 1) of members present at a regularly scheduled meeting. EXCEPT!!! In the case that an emergency should occur between monthly meetings, the Unit President shall contact the Executive Committee to discuss the situation. The Executive Committee shall vote on the disbursement of funds, not to exceed the amount of \$100.00 per occurrence. Monies are to be taken from the Contingency Fund, not to exceed the budgeted amount per year.
  - c. Donation Remittance Form shall be submitted to Department no later than April 20th of each year.
24. All past Presidents of this Unit, not elected to Member at Large or any other position shall become a member of the Executive Committee, having a voice with no vote.
25. The newly elected officers of this Unit shall not take office until after Department Convention and until they are installed at a time coinciding with the American Legion Post to which they are attached.

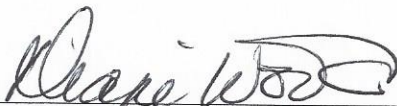
- 26 All new member and transferring members, in good standing, from another Unit shall be voted upon for acceptance by this Unit.
- 27 During an emergency, the following would be applicable
  - a. Unit meetings may be held in person or *via* electronic means.
  - b. Voting may be by voice, ballot, email electronically.
- 28 District President is to receive district dues at time of installation. Installing officer shall receive \$20.00 as a thank you after installation is complete.
- 29 All Committee Chairmen and/or officers required to prepare mid-year and/or annual reports must submit copies to both Unit President and corresponding District Chairman.
- 30 The code to our Auxiliary Post Office Box and the key to the auxiliary box at the Post home will be in the possession of the Unit President and the Unit Membership Chairman.
- 31 The keys to the Auxiliary Office at the Post will be held by the Unit President, Unit Treasurer, and Unit First Vice President.

### AMENDMENT

These standing rules may be amended by a two-thirds (2/3) vote at any regularly scheduled meeting, or if notice has been given, by a majority vote.

THESE STANDING RULES WERE VOTED ON AND APPROVED AT OUR REGULAR MEETING ON:

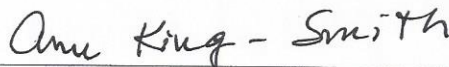
January 12, 2023.



UNIT PRESIDENT



UNIT SECRETARY



UNIT CONSTITUTION and BYLAW CHAIRMAN

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