




American Legion Auxiliary,
Old Glory Unit 183, Inc.
DEPARTMENT OF FLORIDA
2706 Wells Avenue
Fern Park, FL. 32730
July 10, 2025

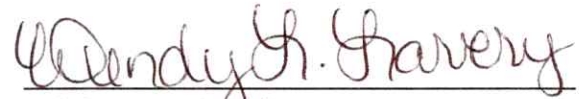
STANDING RULES

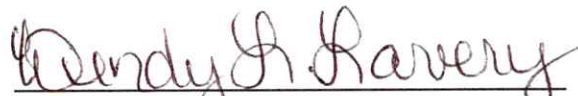
1. The regular scheduled meeting of American Legion Auxiliary Old Glory Unit #183, Inc. shall be held on the second Thursday of each month, unless otherwise specified and shall be called to order at 7:00 PM, venue to be determined by the President. General Membership meetings are for Unit members and potential members and will be closed to everyone else except by invitation from the Auxiliary President. The Executive Board will meet on the 4th Wednesday of each month, unless otherwise specified and shall be called to order at 7:00 PM, venue to be determined by the President. Executive Board meetings are for Unit Officers and Program Chairs and will be closed to everyone else except by invitation from the Auxiliary President.
2. Five (5) members of this Unit shall constitute a quorum at any regularly scheduled meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$50.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$8.00 to include the Department and National per capita.
4. 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. Leadership, Legislative, Poppy, and Public Relations.
5. Unit Officers, consisting of President, 1st Vice, and Treasurer to be on the bank accounts and authorized to sign checks for disbursement of funds for the Unit. All checks MUST have two signatures to be signed when written.
6. 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.
7. 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. A budget should be established once the new president starts their term.
8. A Nominating Committee, composed of three (3) members, can 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 to be presented by this committee. This committee is to form no later than two (2) months prior to election. Our Executive Board members may be used for this committee.
9. No alcoholic beverages will be allowed to be purchased and no tobacco (including electronic) products will be allowed after the meeting has started. (No member can leave the meeting to get an alcoholic drink)
10. Standard obligations, i.e., Department Obligations. Department Donations and Girls State fees including shirt and photo package, may be paid by the Treasurer as long as the funds necessary for these obligations are available.

11. All Auxiliary Members at the Post during meeting time shall be invited by the Auxiliary Sgt-at-Arms to enter the meeting just before 7:00 PM unless they are working (i.e. bartender on duty). If an Auxiliary member chooses not to attend the meeting, they shall be asked to leave the premises. Auxiliary members not attending the monthly meeting will not be allowed inside the canteen for the duration of the meeting.
12. Three (3) un-excused absences of an officer will result in the President asking the officer if they want to retain their position if they are attainable.
13. The new officers will assume their duties on July 1 to coincide with the beginning of the fiscal year. All elected officers are asked to pay their incoming year dues prior to the Unit Ceremony of the Installation of Office.
14. To cast a vote the member must be in good standing with their current dues paid. No member shall be allowed to enter or leave until the election of that one office is declared final.
15. GIFTS: The Unit will provide a past President Pin or gift for the outgoing president at the time of the installation of the newly elected President. District dues shall be paid at the same time as installation. A gift will be given to the Department President upon their visit to the unit or at a District Function attended by unit members. All amounts to be approved by Unit vote prior to event/visit.
16. Money raised during an event at the Post shall be counted by 2 Unit Auxiliary Members at the Post at the close of the event and put in an envelope. The envelope or tally sheet should be marked with the total dollar amount enclosed, the date and the name of the fundraiser and signed by the 2 members who counted the money. Envelope will either be given directly to the Treasurer for deposit or placed in a safe until the Treasurer can retrieve it and make the deposit. Any money raised at an off-site event will be put in an envelope, signed by 2 Unit Auxiliary members, and sealed. At the close of the event, all monies will be brought directly back to the Post, counted by 2 Unit Auxiliary Members and put in an envelope. The envelope or tally sheet should be marked with the total dollar amount enclosed, the date and the name of the fundraiser and signed by the 2 members who counted the money. Envelope will either be given directly to the Treasurer or placed in a safe until the Treasurer can retrieve it and make the deposit. No money will ever be counted in public.
17. Poppy funds will be available to the E-Board for emergency funds to be distributed to a veteran and their family. Majority E-Board vote via text passes in a timely manner. This will follow Bylaws Article 1, Section 1.
18. Secretary will have an allowance of up to \$100 per month, not to roll over to the next month to purchase office supplies to support the Unit. Reimbursed by receipts to Treasurer.
19. Treasurer will submit an Amendment to the Articles of Incorporation to Sunbiz updating the new Officers no later than July 1.
20. Secretary authorized to submit ALAMIS Full Access Requests to Department effective July 1 for the incoming Secretary and Membership Chair. Department will invoice the Unit at a later date, which the Treasurer is authorized to pay.
21. Post Office Box: The Treasurer has the authority to renew and pay for the Unit post office box.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON August 14, 2025.


Unit President, Pam Baumbach


Unit Secretary, Wendy Lavery


Unit Constitution and Bylaws Chair, Wendy Lavery