

## STANDING RULES

### Meetings:

1. The regular scheduled meeting of American Legion Auxiliary Guided Missile Unit 200. Inc. shall be held on the 2<sup>nd</sup> Monday of each month, unless otherwise specified and shall be called to order at 6:30pm. The Executive Committee Meeting shall be held as needed.
2. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. Drinks will be permitted during meetings unless the Holy Bible is open. No intoxicated members will be allowed at the meetings.
4. No Auxiliary member shall be served in the lounge during meetings unless attending a meeting.
5. There will be donations collected at each meeting to be contributed to the Auxiliary Emergency Fund.
6. A mid-year meeting and an annual meeting of Unit shall be held in October and March of each year for the purpose of receiving and preparing the mid-year and annual year-end reports and can be done at the general meeting or a special meeting solely for this purpose.
7. A year-end gift for the outgoing President will be voted on.

### Membership:

1. The annual Senior membership dues of the Unit shall be \$33.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$10.00 to include the Department and National per capita.
2. Members that have fifty (50) continuous years with the Auxiliary Unit 200 will have their membership dues paid by the Unit and made an Honorary Life Member, while they are an active member able to attend functions and/or meetings. Years on a transfer will not count.
3. The Unit will pay for members eighty (80) years of age and older, as long as financially feasible. Transfers have to pay their first year.

### Finances:

1. Unit elected Officers, consisting of at least three (3), but not more than four (4), are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two (2) of the authorized signatures.
2. 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.
3. 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.

### Elections:

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.

#### **Constitutional Conference & Convention:**

1. Registration fees for the Department Convention shall be paid for by the Unit for all Delegates in the form of an Auxiliary specific check and be presented at the Registration desk at that time.
2. The outgoing President and the incoming President will be a delegate to the Constitutional Conference and the Department Convention, if attending. One hotel room will be paid for by the Unit for the Annual Convention unless otherwise stated.
3. The outgoing President shall be the Chairman of the Delegation. In the event of her absence, the incoming President shall be the Chairman. In the absence of both, the Chairman shall be the first elected Delegate.
4. Delegates for Constitutional Conference and Department Convention shall be nominated and voted on at the meeting designated for election of Officers. The Delegates shall receive monies for some of their expenses whenever possible. The amount to be determined at a general membership meeting.
5. In case a Delegate misses a portion of the meetings at the Department Convention, and an alternate fills the seat, the Chairman of the Delegation will see that an equitable settlement be made between the two concerned, to split the monies allotted or non-payment for a Delegate who does not attend the meetings. It is expected that a Delegate will attend all meetings unless working the Convention in an Official Auxiliary capacity or has made prior arrangements with the Chairman of the Delegation. Monies will be paid to each Delegate at the first monthly meeting after Convention, when the Delegates give their reports.
6. As there are no Delegates to the Department Workshop and Mid-Winter Conference, one hotel room will be paid for the President and any members who wish to stay with her at workshop and conference. No other funds will be expended unless otherwise decided on.

#### **Installation of Officers:**

It shall be the duty of the Unit to donate \$20, or the requested amount if feasible, to the District President at the installation of officers for Annual District dues.

#### **Scholarships:**

A committee being the Education Chairman, President and one member-at-large will consider students in their second year of schooling for our nursing scholarship(s) recommended by the college at which the scholarship is for. The scholarship(s) are from bingo funds and any other directed funds. First consideration should be given to the Unit and Post members, their children and grandchildren. No candidate will be considered for an out-of-state scholarship unless they are a Senior or Junior member of Unit 200.

**Executive Committee:**

The outgoing President shall be an Executive Committee member-at-large unless she chooses to decline.

**President:**

The President shall have the power to incur expenses of up to seventy-five dollars (\$75) per month without the approval of the general membership or the Executive Board for any unexpected expenses for Auxiliary functions or aid for someone with an emergency need. All expenditures are to be defined in the monthly financial report.

**Secretary:**

Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.

**Chaplain:**

1. Auxiliary members who are ill at home shall be sent get-well cards.
2. A gift not to exceed forty dollars (\$40) will be given to members who are in the hospital two or three consecutive days.
3. Members that are sick, injured or treated as outpatient will receive a gift or card at the discretion of the Chaplain.
4. In case of the death of a Unit member or the immediate family of a Unit member or caregiver of a Unit member, an amount of not more than forty dollars (\$40) shall be spent to send flowers or a memorial. These shall be ordered by the Chaplain or a member designated by the President and the bill sent to the Treasurer.

**Treasurer:**

1. The Treasurer will be responsible for the timely submission of the annual renewal of the Soliciting of Contributions License to the Florida Dept. of Agriculture & Consumer Services by the 15<sup>th</sup> of the 5<sup>th</sup> month after the Unit's fiscal accounting period ends; the IRS 990-N e-filing. The Treasurer and the President will be responsible for the timely submission of the annual renewal of the Corporation License.
2. The Treasurer will be responsible for timely payment of the Unit's Mandatory Obligations to the Department of Florida as soon as financially feasible.
3. No unallocated funds may be spent without the approval of at least five (5) Unit members, three (3) of which MUST be Officers.

**Committees:**

1. 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.

2. An Audit Committee composed of three (3) Unit members shall be elected by the members, 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.
3. A budget Committee composed of the Treasurer and two (2) Unit members shall be elected by the Unit members for the purpose of presenting a budget for the ensuing year.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR UNIT MEETING ON May 14, 2018

X Nancy St. Louis  
Unit President                      Nancy St. Louis

Cheryl Rector  
Unit Secretary                      Cheryl Rector

X Melony Kelly  
Unit Constitution and Bylaws Chairman  
Melony Kelly

X Patricia I. Denig  
Department Constitution & Bylaws Chairman

APPROVED MAY 28 2018

Date Approved