**STANDING RULES**
**OF**
**AMERICAN LEGION AUXILIARY**
**GUIDED MISSILE UNIT 200, INC.**
**DEPARTMENT OF FLORIDA**
**105 OCEAN BLVD**
**SATELLITE BEACH, FL 32937**

**December 31, 2022**

The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 23-27.

## Meetings:

1. The regular scheduled meeting of American Legion Auxiliary Guided Missile Unit 200, Inc. shall be held on the 2nd Monday of each month, unless otherwise specified and shall be called to order at 6:30 p.m. An Executive Committee meeting shall be held as needed.
2. The Unit may employee media technology to conduct and transmit unit meetings via zoom/skype etc., to enable all members to be present for Unit meetings. Unit President is to determine format to be used during her presidential year and set up access. Unit Secretary to send out notification of access code to membership via email to ensure all members have access to unit meeting.
3. If a scheduled meeting falls on a holiday, it can be moved to another day as discussed on and voted by the membership.
4. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
5. Drinks will be permitted during meetings unless the Holy Bible is open. No intoxicated members will be allowed at the meetings.
6. Donations will be collected at each meeting and contributed to the Auxiliary Emergency Fund.
7. A mid-year meeting & annual meetings of the 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. Reports may be done at a general meeting or special meeting called specifically for this purpose.
8. A year-end gift for the outgoing President will be voted on during or after the May unit meeting.

## Membership:

1. Effective January 1, 2023, the annual Senior membership dues of the Unit shall be $45.00 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. The Unit will pay for members eighty (80) years of age and older, if financially feasible. Transfers must pay their first year of membership to Unit 200 to be eligible.
3. New member transfers are to be investigated and voted on, there will be no automatic

acceptance of transfer members. Transfers must prove eligibility via DD-214, and membership chairman is to contact the prior unit member is requesting transferred from to ensure no violations of ethics & conduct was committed.

4. Each member will agree to abide by the Code of Ethics/Standards of Conduct as outlined in the Unit Constitution and By-Laws.

**Finances:**

1. Unit elected Officers, consisting of the President, 1st Vice President, 2nd Vice President and Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above 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. Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the President, for the purpose of presenting a budget for the ensuing year.
4. Annual budget meeting is to be held in May of each year, and quarterly audits are to be completed each year in January, April, July, and October. Audit committee is to be elected by unit membership for a one-year term. Audit committee is to consist of three individuals not elected as current year officers. President and Treasurer are required to attend audit committee meeting to answer questions presented by the committee.

**Elections:**

1. A Nominating Committee composed of three (3) members, shall be elected by the members or the purpose of presenting a slate of officers for the ensuing year. That committee shall have the permission of each candidate for an office to be presented to the membership by this committee.
2. This committee is to be formed no later than two (2) months prior to elections.
3. Elections are to be held every year at the May meeting.
4. Individuals who wish to be members at large and are elected will automatically be part of the executive committee. Individual who accepts nomination and is elected to member at large will be present at all meeting either in person or virtually, unless excused due to illness or personal circumstances.

**Constitutional Conference & Conventions:**

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 check at that time.
2. The outgoing President and 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 Constitutional Conference and the Department Convention.
3. The outgoing President shall be the Chairman of the Delegation. In the event of her/his 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 the Department Convention shall be nominated and voted on at the meeting designated for election of Officers. The delegates shall receive twenty-five ($25.00) dollars per day for food expenses. Parking expense for attendance will be reimbursed upon submission of receipts to the Unit Treasurer. Any other expenses incurred for the attendance at Constitutional Conference and the Department Convention must be provided to the Unit Treasurer and said expenses must be discussed and approved at the unit 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 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 for approved expenses at the first monthly meeting after the Convention, when the delegate gives her/his report.
6. Delegates to the Department Workshop, Mission Training and Mid-Winter Conference, Department Convention: one hotel room will be paid for the President and any members who wish to stay with her when attending one of the above listed. No other funds will be expended unless otherwise approved by membership at a unit meeting.

**Installation of Officers:**

It shall be the duty of the Unit to donate $25.00 or the requested amount if feasible, to the District President at the installation of officers for Annual District dues.

**Scholarships:**

1. Lola Tarrant Memorial Scholarship created in 2021 will be awarded to Girl State participants and unit 200 junior members. Scholarship is a one-time scholarship to be awarded after graduation from high school and to be used to pursue higher education. Higher education after high school is considered to be any educational pursuit either in college or technical/vocational school. Actual scholarship amount will vary each year as determined by number of girl state participants and funds availability
2. Lola Tarrant Memorial scholarship amount is not to exceed $4,000.00 total per the year. At least one fundraising activity will be held each year in addition to any donations made to fund scholarship account. Funds are to be held in a savings account specifically designated for scholarship funds only.

**Executive Committee:**

1. The outgoing President shall be an Executive Committee member-at-large unless she/he chooses to decline.
2. Members at large will automatically be part of the Executive Committee and will agree upon election that she/he will attend all meeting either in person or virtually.
3. If an Executive Committee member is unable to fulfill their duties, member may resign their post and an appointment may be made by the President to fill that position for the remainder of the year.

4. Duties of the Executive committee are as follows: Member will attend all meetings; Is an active participating member carefully weighing each decision and making sure the wishes of the members whom you represent are the prime concern; The number of Members-at-Large on the Executive Committee are outlined in the Units Constitution and Bylaws. The Executive Committee is made up of ALL the officers plus the Members-at-Large.

**President:**

The President shall have the power to incur expenses of up to two hundred dollars ($200.00) per month without 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 to carry on the duties normally performed by the Secretary.

**Chaplain:**

1. Auxiliary members who are ill at home or confined to a hospital/rehabilitation facility shall be sent get well cards.
2. A gift not to exceed fifty dollars ($50) will be given to members who are in the hospital two or three consecutive days.
3. Members that are sick, injured or treated as an outpatient will receive a card and/or gift at the discretion of the Chaplin.
4. In case of death of a Unit member, the immediate family of a Unit member or a caregiver of a Unit member, an amount of not more than fifty dollars ($50) shall be spent to send flowers or a memorial. These shall be ordered by the Chaplin, 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 Department of Agriculture & Consumer Services by the 15th of the 5th 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 the 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 ensuring year.
4. Use of electronic record keeping, and communication will be permitted to ensure timely and accurate documentation of unit programs and business.

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 _____.

**X**_____ _____

Unit President Unit Secretary

**X**_____

Unit Constitution and Bylaws Chairman

**X**_____ _____

Department Constitution & Bylaws Chairman Date Approved

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THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON January 9, 2023

X _____ _____

Unit President Unit Secretary

X _____

Unit Constitution and Bylaws Chairman

X _____ _____

Department Constitution & Bylaws Chairman Date Approved