

**AMERICAN LEGION AUXILIARY
JOHN GELLA MEMORIAL UNIT NO. 219, INC.
DEPARTMENT OF FLORIDA
FRUITLAND PARK**

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary John Gella Memorial Unit #219, Inc. shall be held on the 2nd Monday of each month, unless otherwise specified and shall be called to order at 6:00 p.m. An Executive Committee meeting shall be held the 2nd Monday of the month unless otherwise specified and shall be called to order at 5:00 p.m.
2. Seven (7) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. **Effective starting with the 2024 dues, the annual Senior membership dues of the Unit shall be Forty Dollars (\$40.00)** [which includes National dues of \$18.00, Department dues of \$12.00, and Unit dues of \$10.00]. The annual dues of the Junior membership shall be Five Dollars (\$5.00) [which includes National dues of \$2.50, Department dues of \$1.75, and Unit dues of \$.75].
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, Past Presidents Parley, Poppy, and Public Relations.
5. All members responsible for Unit funds shall be bonded through the Auxiliary's blanket Fidelity bond, and the Unit will pay the annual premium to Department Headquarters for such coverage.
6. A 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.
7. 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 obtain 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.
8. All applications for membership shall be acted upon at the next Unit meeting following the making of such application.
9. New members will be given an American Legion Auxiliary membership pin upon

9. New members will be given an American Legion Auxiliary membership pin upon participation in a Unit Initiation of New Members ceremony.
10. Any member with 50 years of continuous membership with the American Legion Auxiliary will receive an “Honorary Life Membership” from this Unit. A 50 Year Certificate and an honorary life membership card {nickel/silver} will be presented to said member. Annual dues for the member will be paid by the Unit.
11. No member of this Unit will be allowed in the Post Lounge during a regular Auxiliary meeting. Said member will be required to attend said meeting or leave the premises.
12. There shall be no smoking and no alcoholic beverages at Auxiliary Unit meetings.
13. A 50/50 drawing may be held at each regular meeting. Members attending the meeting as well as members and guests in the lounge will be allowed to take part in this drawing. The drawing will be held immediately following the sale of tickets and prior to the opening ceremony of the meeting.
14. All Unit checks MUST always be signed by two of the authorized signatories as listed and provided to the Unit’s bank.
15. All monies deposited in the Unit checking account are not to be used unless approved by the Unit Executive Committee and approved by the Unit. Once the budget is approved by the Unit, donations/expenditures itemized in the budget will be made when applicable without holding a separate vote on each item.
16. When a Unit member is deceased, the Unit Treasurer shall automatically donate \$50.00 to the Department Memorial Scholarship Fund in memory of said member if sufficient funds are available in the current year’s budget.
17. All funds received at Auxiliary fundraisers shall be handled as follows:
 - Funds shall be counted by 2 Unit members.
 - Funds shall be put into an envelope and sealed.
 - Said envelope shall be marked with the total dollar amount enclosed, the date, and the name of the fundraiser (e.g. 1/13/17 Bake Sale at Fish Fry).
 - Said envelope shall be signed by the 2 Unit members who counted the funds.
 - Said envelope will then be given to the Unit Treasurer or left in the Auxiliary Office for the Treasurer to handle for the Unit. (If the office door is locked, simply slide the envelope under the door.)
18. Thirty cents (\$.30) per mile gas allowance will be paid as follows:
 - Girls State: Chairman or appointee to attend 6th District Girls State Orientation.
 - VA&R: Chairman or appointee to deliver items to VA Medical Centers and clinics, or other VA&R travels on behalf of Unit 219.

Note: Mileage shall only be paid if the one-way distance to the destination is greater than twenty-five (25) miles. Mileage shall be figured and paid from Post 219 or Chairman or appointee’s home to the destination – whichever is less.

19. The Unit Treasurer shall file the necessary annual reports and pay any required fee with the Florida Division of Corporations and the Florida Department of Agriculture and Consumer Services without prior approval of the membership, as well as all documents required to keep the Unit in compliance as required by law.
20. As provided below, each Delegate duly elected by the Unit to attend the Department Convention will receive the per diem listed below to assist with expenses provided that (1) the meetings are held at least 25 miles away from Post 219 or the Delegate's home – whichever is less, (2) attends meetings as required during the Conference/ Convention day(s), (3) submits a Check Request Form to the Unit Treasurer. {Note: The Chairman of the Delegation shall be the Unit President. If the Unit President is not attending, the Unit President shall select one of the delegates to serve as Chairman of the Delegation.}
 - Department Convention – **\$65.00 per diem for up to three (3) days = \$195.00** to attend Thursday's classes and the 2 days when General Sessions are held – usually Friday and Saturday of the Convention.
21. Other than set forth above in #20, any member who attends any Department and/or 6th District meeting/class of any kind shall receive **\$30.00 per diem** for attending such meetings provided that the meetings are held at least 25 miles away from Post 219 or the member's home – whichever is less, and they submit a Check Request Form to the Unit Treasurer.
22. A completed Check Request Form must be presented to the Unit Treasurer along with necessary receipts/back-up for anyone to receive reimbursement from the Unit account.
23. Between meetings of Unit 219, any Chairman or Officer may spend up to \$25.00 with the approval of the Unit President for expenses related to her committee or position for Unit matters/needs. Such expenditure shall then be reported on at the next regular meeting.
24. An Audit Committee composed of three (3) Unit members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts. The Audit Committee shall audit the books of the Unit on a quarterly basis, more specifically during the 2nd week of October, January, April, and July.
25. When a member is deceased, the Unit President and Unit Chaplain shall work together in contacting the deceased member's family regarding any assistance they may need, and then shall work together to contact Unit members for needed items.
26. When a Unit member is deceased, or the spouse, significant other or immediate family member of a Unit member is deceased, up to \$75.00 may be spent for flowers and/or food – based on the request of the family.
27. The Unit shall pay the Auxiliary dues for all female veterans who are Legionnaire members in good standing of John Gella Memorial Post 219 and wish to belong to Unit 219 as well as the dues for any female veteran who is an Auxiliary member of Unit 219 and whose service dates do not qualify her to be a Legionnaire.
28. Newly elected officers shall assume their offices at the next regular meeting following their election.


29. Any request for Auxiliary Emergency Fund (AEF) assistance from Unit 219 must be brought directly to the Unit President who shall immediately bring the request before the AEF Chairman and its Review Committee comprised of the President, Vice President, Treasurer, and one additional Unit member appointed by the Unit President for consideration. Any assistance approved shall be paid directly to a creditor(s) as needed. (NOTE: The Unit President should proceed to have Department and National AEF Applications completed if necessary.)
30. These Standing Rules may be added to, amended, or deleted at any regular Unit meeting by an affirmative vote of a simple majority of the Unit members present and voting at said meeting.

NOTE: The use of the terms “Unit member(s)” and “member(s)” in these Standing Rules shall refer to and mean “member/members in good standing” having paid their current year’s dues.

These Standing Rules were read, voted on, and approved at the regular Unit meeting held on January 9, 2023.



Unit President Diane Spencer



Unit Constitution and Bylaws Chairman
Diane C. Rousseau