

## STANDING RULES

1. The regular scheduled meeting of the American Legion Auxiliary Landrum Memorial Unit 236, Inc. shall be held on the first Thursday of each month, unless otherwise specified and shall be called to order at 6:00pm.
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 \$35 to include Department and National per capita. The annual dues of the Junior membership shall be \$7 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, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past President Parley, Poppy and Public Relations.
5. Unit elected Officers: Consisting of three (3) President, First Vice, and Treasurer, are authorized to sign checks for disbursement of funds from the Unit treasury. All checks must have two signatures.
6. All members responsible for Unit funds shall be bonded through the Fidelity board 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 carry out the duties normally performed by the Secretary.
8. A Budget Committee composed of three (3) members, including the Unit Treasurer shall be elected by members or appointed by the President for the purpose of presenting a budget for the ensuing year.
9. A Nominating Committee composed of (3) members shall be elected for the purpose of presenting slate Officers for the ensuing year. The Committee shall have the permission of each candidate for an office in order to be presented by the Committee. The Committee is to form no later than the two (20 months prior to election.
10. An Audit Committee composed of three (3) members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at close of each term and making a report of the audit to the Unit.
11. Reimbursements for purchasing items for Auxiliary functions, provided they have been approved at a meeting, will be issued upon receipt given to the Treasurer.
12. Each new member of the Unit will be given an American Legion Auxiliary pin and a new member packet.
13. There will be no smoking at a regular meeting.
14. Any Convention Delegate of Alternate whose registration fee was paid for by the Unit must attend the Convention General Session or refund the money back to the Unit.
15. No auxiliary member shall go to any other organization and ask for donations without prior authorization from the Auxiliary Unit.

16. It is the Unit Membership chairperson's responsibility to verify all elements of eligibility provided on the application. A copy of the application with documents provided made for the Unit's record keeping. The original documents must be given back to the applicant.
17. Charges raised by one member against another will be brought to the Parliamentarian, the Unit President or District President. The Department of Florida American Legion Auxiliary will step in if the issue is not resolved according to Department rules and bylaws.
18. Each new Officer shall be given a Unit Guide paid for by the Unit for the ensuing administrative year.
19. If we are in the midst of a pandemic or other catastrophe, this rule will allow us to vote electronically, if necessary.
20. The Unit allows two (2) members access to ALAMIS. The membership chairman and the President.
21. These Standing Rules may be amended by a two-thirds (2/3) vote of the members present at a regular meeting, or if notice has been given, by a majority vote.

These standing Rules were read and voted on and approved at our regular meeting on:

December 2, 2022

Elizabeth Chavrus  
Unit President

Laurie Tate  
Unit Constitution & Bylaws Chairman

---

Department of Florida Constitution and Bylaws Chairman

---

Date Approved