

## STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary, Safety Harbor, Unit #238, Inc., shall be held on the 1<sup>st</sup> Tuesday of each month, unless otherwise specified and shall be called to order at 7:00 PM. An Executive Committee meeting shall be called to order at 6:00 PM on the same Tuesday prior to the regularly scheduled meeting.
2. Seven (7) members of this Unit shall constitute a quorum at any regularly scheduled meeting of the Unit. Six (6) members will constitute a quorum of an Executive Committee meeting.
3. 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 \$8.00 to include the Department and National per capita.
4. In addition to the Core Committees listed in the Bylaws, the Unit may have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two (2) of the four (4) above signatures. The foregoing Officers may elect to be issued a debit card to be used to make purchases on behalf of the Unit. Each Officer holding a Unit debit card shall present a receipt to the Treasurer; otherwise, the Officer shall be held personally responsible for the reimbursement of the charge to the Unit.
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 Nominating Committee, composed of three (3) members and one (1) alternate, 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. They may present a qualified slate of nominees willing to accept the position for which nominated. Consent of each candidate shall be obtained to nominate. Nominating Committee member(s) may also be a nominee.
8. Names of the nominees will be presented to the floor at the March and/or April meeting. Nominations will be accepted from the floor at both nomination meetings. At this point, nominations will be closed. The election will then be held at the regular May Meeting. Unit officers shall be installed coincident with Post ruling. Auxiliary members, except Junior members, will be notified via email forty-eight (48) hours prior to the election of the Unit officers. Any member in good standing can run for any office, as in agreement with National and

## Department Bylaws.

9. The 1<sup>st</sup> Vice President, in addition to the duties as described/outlined in the By-laws, shall act as Membership Chairman. All new membership applications for Senior members shall be voted on and approved only by a majority vote. The 1<sup>st</sup> Vice President and the Treasurer shall have full access to ALAMIS which shall be paid for by the Unit.
10. The 2<sup>nd</sup> Vice President, in addition to the duties as described/outlined in the By-Laws, shall have responsibility for shopping for all fund-raisers, and other goods as directed by the President. The 2<sup>nd</sup> Vice President will receive a monthly travel allowance of \$50.00, if shopping and traveling have occurred.
11. In lieu of reading them aloud at the meeting, the minutes of the prior month's meeting and the most recent financial report shall be sent, via email, to members prior to the meeting. The chair will ask for corrections or additions. The minutes will be approved and filed. The financial report will be filed for audit.
12. An Audit Committee consisting of three (3) members and one (1) alternate shall be appointed by the President for the purpose of auditing the books of the Treasurer on an annual basis. The Treasurer should be present during the audit to answer questions only. No one on the Audit Committee should have authorization to sign checks.
13. The Unit will pay for one (1) night's stay for the immediate past President for the upcoming Convention and one (1) night stay for the newly elected President for the Fall Conference. Provided delegates/officers attend a minimum of one (1) workshop and all general sessions, reimbursement for one (1) night's stay for other officers/delegates for Convention and Conference will be considered and provided should the Unit vote that its current funds allow for such reimbursement.
14. Early voting from 11:00 a.m. through 7:00 p.m. on the day of the election at the Post shall be permitted. A member of the Executive Committee must be present and validate that all persons are a Senior member in good standing.
15. As a formality, the newly elected President, at the first Unit meeting after the election, shall ask to have the appointed Secretary and Unit Chairmen ratified by the general membership.
16. The President shall have the use of a discretionary fund in the amount of up to \$200.00 per month as needed.
17. The Chaplain is permitted to spend up to \$75.00 per occurrence for the benefit of a current member, in good standing, of the Unit. Occurrences are defined as: (a) the death of the member or

a member of their immediate family (i.e., spouse, child, parent or sibling); and (b) the event of surgery, hospitalization, or long-term illness of a member. The Chaplain's Fund shall continue to be funded by the Unit's General Fund and the Treasurer is authorized to move such funds as necessary to replenish the Chaplain's Fund. This Standing Rule may be amended due to inflation and only by approval of a motion made and approved by the general membership.

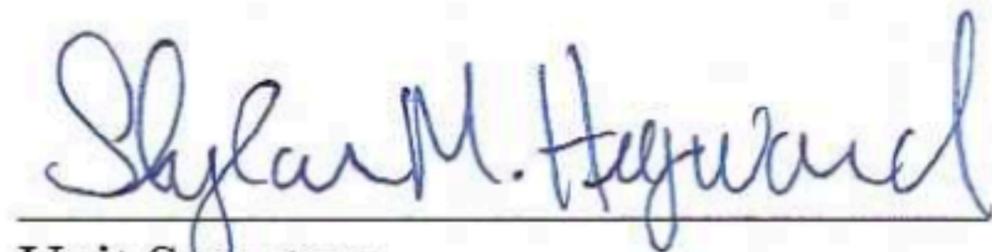
18. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.

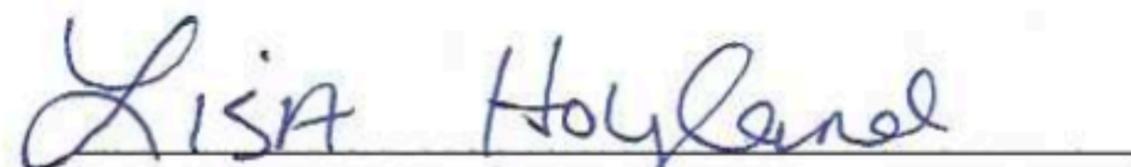
19. At the regularly scheduled meeting of September 3, 2024, the membership voted to record all Auxiliary meetings via electronic means in order for the minutes to be reported accurately. Once the meeting minutes have been approved by the membership, the recording shall be deleted.

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 PRESENTED TO THE MEMBERSHIP, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON JANUARY 7, 2025.

  
Unit President

  
Unit Secretary

  
Unit Constitution and Bylaws Chairman