

**STANDING RULES AMERICAN LEGION AUXILIARY KIRBY STEWART UNIT 24,  
INC. DEPARTMENT OF FLORIDA**

In addition to the articles in the Constitution and Bylaws, the Unit shall have the following rules.

**Meetings**

1. The regular scheduled meeting of American Legion Auxiliary Kirby Stewart Unit #24, Inc. shall be held on the 3rd Thursday of each month, unless otherwise specified and shall be called to order at 7:00 PM. An Executive Committee meeting shall be held on the 3<sup>rd</sup> Thursday of the month, unless otherwise specified and shall be called to order at 6:15 PM. All Unit and Executive Committee meetings may be held in person or via electronic means.
2. Fifteen (15) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. No person shall be permitted to enter the room during the opening or closing ceremonies. If at the conclusion of the formal opening, a Quorum has not arrived, no business shall be transacted.
4. No member of this Unit shall criticize another member or Unit. Personal differences and questions shall not be brought before the Unit, but the person with a grievance shall discuss it with the President who will make provisions for it to be handled through the proper channels in the proper manner.
5. No alcoholic beverages are allowed in an Executive Committee or Unit meeting.
6. All telecommunication devices will be silenced during meetings.
7. Anyone attending a Unit or Executive Committee meeting under the influence of alcohol or drugs, or who becomes disruptive, will be asked to leave the meeting.
8. No Unit officer or member shall make the membership list available to any prospective candidate for office nor any outside organization or group of people not associated with the American Legion Auxiliary. The list is the property of the Unit.

**Membership**

1. The annual Senior membership dues beginning with dues for the year 2024 of the Unit shall be \$40.00 to include Department and National per capita..
2. All new members must be voted on individually by the Unit membership after eligibility is confirmed. Membership cards will be presented to new members after meeting in which they were confirmed.
3. All transfers shall be upon application of the member to and acceptance by the Unit.
4. Any Auxiliary members completing fifty (50) years of continuous membership will receive a membership card with their dues paid for by the Unit.

5. All Unit members shall have a copy of the Constitution, By-Laws, and Standing Rules of the Unit.

### **Committees**

1. In addition to the Core Committees listed in the By-Laws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Bingo, Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Membership, Past Presidents Parley, Poppy, and Public Relations. All Committee Chairpersons shall have a copy of the committee budget, the Constitution, By-Laws, and Standing Rules.
2. Each Committee shall have a minimum of three (3) members. The Chair, within 30 days of appointment by the President, shall be responsible for providing names, addresses, emails, and phone numbers of their committee members to the President.
3. All monies from fundraising activities shall be turned over to the Treasurer and reported by the next meeting.
4. Each Committee is responsible for check requests within their budget and distribution or presentation of the check to the budgeted area.
5. Committee Chairpersons are not granted independent authority for decisions affecting the Unit. Any decisions pertaining to the Unit must receive prior approval from the Executive Committee and voted on by members at a regular meeting
6. All Committee Chairpersons shall make bi-annual and annual reports from questionnaires furnished by Department. One copy should be filed with the Unit President with another copy to the respective District Chairpersons.
7. All Committee Chairpersons should turn over any book(s), bulletins, etc. in their possession to the new elected President seven (7) days after election of new officers.

### **Elections & Installation**

1. Nominations will be open from the floor at the election meeting and the two meetings prior to the election by the secretary and any candidate must accept nomination verbally or in writing.
2. Voting will be by ballot. In the event of a natural disaster, voting can be done by email or other electronic means. When voting by ballot, all membership cards shall be presented when signing the register on election night. The Sergeant-At-Arms, with the assistance of the Assistant Sergeant-At-Arms, will verify the card, making a check behind the member's name, and hand them a ballot if they are a current member. No nominee for office may be involved in the election process, with exception of Sergeant-At-Arms and Assistant Sergeant-At-Arms due to their published responsibilities. No ballots will be opened until election is announced closed.
3. When new officers are elected, they shall assume duties July 1<sup>st</sup>.
4. Installation shall take place at the time and manner set by the incoming President with the outgoing President being responsible for the plans for the Auxiliary.

5. A check in the amount of fifty dollars (\$50) shall be drawn in the name of the Installing Officer, placed in a card, and given to the incoming President to present when the Installation of Officers is completed.

### **Officers**

1. Unit elected Officers, consisting of President, Treasurer, and Secretary are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures, unless written permission from National and/or Department states otherwise. No check shall be signed by a person who is the payee.
2. If the Treasurer is absent, only the Secretary or President can deposit Auxiliary funds.
3. 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.
4. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.
5. A Budget Committee shall be formed with the Treasurer as Chair and composed of two (2) members, for the purpose of presenting a budget for the ensuing year.
6. Budget items do not require Unit action. Items not in the budget require a motion for the expenditures of funds, as gifts, donations, or over-expenditure at a regularly scheduled Unit meeting.
7. An audit of the Treasurer's books must commence by nomination of a new officer and be completed 45 days after July 1<sup>st</sup>. The President will appoint three members at large with the Treasurer being present to answer questions.
8. The President may spend up to a maximum of \$600.00, per year for discretionary spending, with the approval of at least three (3) Executive Officers. She must report it at the next regular meeting.
9. The Sergeant-at-Arms, with assistance from the Assistant Sergeant-At-Arms, will preserve order at all times and any member that does not comply will be escorted from the meeting.
10. When the President goes out of office, they will receive the Past President Pin. If they succeed themselves the next year, they will receive a gift equivalent to the cost of the Past President Pin. It is the responsibility of the Secretary or Treasurer to do this for the President.

### **Fall Conference and Department Convention**

1. The President shall have their room paid for at the Fall Conference for a two-night stay. They must attend all applicable meetings and give a report of said meetings at the following Unit Auxiliary meeting.
2. The President determines the officers for the Department Convention with room expenses determined by the budget.

3. If any Auxiliary member wishes to attend the Convention, then they must pay their own way.
4. All officers must attend all the meetings pertaining to their office and give a report of said meeting at the following Unit Auxiliary Meeting.
5. Members receiving monies from Department, or spouses receiving monies, shall not receive monies from the Unit for conference or convention attendance.

**Miscellaneous**

1. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 23-27.
2. No one has the authority to remove property belonging to Unit 24 from the Post Home. All books and records including checkbook must remain in the Auxiliary 24 locked office. All monies and checkbook must be locked by the treasurer. In the absence of the Treasurer, the President will secure the locking of the checkbook and monies.
3. A check in the amount of fifty dollars (\$50) shall be presented to the Department President when they make their official visit.

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 September 15, 2022.

Donna G. Anderson  
Unit President

Deborah Wertenstein  
Unit Secretary

Barbara Field  
Unit Constitution and By-Laws Chairperson

1/12/2023  
Sent to Department