

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary WARRINGTON Unit #240, Inc. shall be held on THE SECOND TUESDAY of each month, unless otherwise specified and shall be called to order at 6:30 pm. An Executive Committee meeting shall be held
THE SECOND TUESDAY of the month unless otherwise specified and shall be called to order at 6:00 pm.
2. Six (6) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit, including officers.
3. As National and Department dues increase; the unit due for Seniors and Juniors will automatically increase to conform.
4. In addition to the Committees listed in the Bylaws, the Unit shall 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 or appointed Officers, consisting PRESIDENT, 1ST VICE PRESIDENT; 1st Vice President (shall also be Membership Chair) 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.
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 Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members , or appointed by the President, for the purpose of presenting a budget for the ensuing year. Budget is due 30 days after installation.
8. As National and Department dues increase the unit dues for Senior and Junior will automatically increase to conform
9. 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 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.

10. The unit shall be guided by the Code of Ethic as published in the National Auxiliary Standing Rules.

ELECTIONS

1. The Secretary and Parliamentarian will be appointed according to the rules prescribed by the Department of Florida
2. In order to vote, members must have their current paid up membership card and show the same card to the Sergeant at Arms prior to signing into the book at the door. Members may pay their dues the night of election and still vote.
3. An annual meeting of this Unit shall be held each year, no more than ninety (90) days nor less than fifteen (15) days prior to the Department Convention for the purpose of electing officers for the following year.

DUES

1. The annual membership dues of the Unit, effective July 1, 2022, shall be \$45.00 for Senior paid annually or for life shall include the Department and National per capita. Membership may also be paid according to age (see Unit Handbook). Junior dues are \$ 10.00 paid annually or for life also shall include Department and National per capita.
2. A member failing to pay annual dues including the Unit, Department and National assessments by January 31st shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues after suspension shall reinstate such member to active membership. Any member delinquent to December 31st of the year of delinquency shall be automatically dropped for the rolls and may be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member.
3. As National and Department dues increase the unit will increase as needed.

UNIT MEETINGS

1. In the event the Regular meeting falls on the eve of or a holiday, the Regular meeting shall be changed at the call of the President. In the event the Executive Committee meeting falls on the eve of or a holiday, the Executive Meeting shall be changed at the call of the President. Membership will be notified prior to the meeting and placed in the bulletin.
- 2, Annual reports must be compiled and sent to the District Chairman according to dates on reports. This must be done at least five (5) to ten (10) days prior to the due date of

annual committee report forms. The Chairpersons will be notified/ reminded at the end of Regular meeting.

3. Special meetings of this Unit may be called by the President, by a majority of the Executive committee, or upon written request of members of the Unit. Members will be notified by the unit.
SIX (6) members shall constitute a quorum at a Regular meeting of the Unit.

4. In unusual circumstance such as pandemic, hurricanes, etc. it is acceptable to have Unit business conducted virtually or electronically.

COMMITTEES

1. A Nominating committee composed of three (3) members shall be elected for the purpose of presenting a slate of Officers for the ensuing year.

2. The Unit President for the purpose of auditing the Treasurer's accounts shall appoint an Auditing committee composed of three (3) members. This shall be done quarterly and prior to installation of new Officers, or if deemed necessary by a member. A report is to be given at the next Regular meeting following each audit.

3. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.

4. Audit Committee should meet and complete an Audit at least one week prior to next scheduled meeting at a date and time agreeable to all audit committee members. Audit will be held every 3 months.

DUTIES AND POWERS OF OFFICE

1. The office of the Secretary may be combined with that of Treasurer and call " Secretary-Treasurer. "

SECTION 1. UNIT CHAPLAIN:

- A. Flowers shall be sent to Funerals of Auxiliary Members OR their immediate family. Immediate family consists of a husband, children, mother and father. Chaplain will order flowers for the funerals not to exceed \$75.00. A Memorial of \$50.00 may be made in lieu of flowers to the Department Memorial or Scholarship Fund unless food or another charity is requested by the family.
- B. Ordering flowers for Special Events not to exceed \$75.00. Wreaths for Memorial Day are to be made of live flowers. Wreaths for Veterans Day may be made of Poppies.
- C. Ordering of flowers for members in the hospital or rehab facility shall not exceed \$75.00: Member must be in hospital or rehab facility for 3 days to get flowers — a card will be sent to members who do not stay in the hospital 3 days.
- D. The Chaplain or Unit officer shall oversee the of Draping the Unit Charter upon immediate notification of the death of a member. The Charter shall remain draped during the period of mourning as described in the Unit Manual of Ceremonies.
- E. The Chaplain shall be in charge of the Unit Memorial Service.
- F. In absence of the Unit Chaplin, the Unit President shall appoint an Acting Chaplain as needed.

SECTION 11. EXPENDITURES:

- A. All Department obligations shall be paid when due. All other bills over \$200.00 shall be approved at a regular meeting before checks are issued. All monthly bills will be paid by the Unit Treasurer when they are due.
- B. EMERGENCY WELFARE ONLY: For all requests over \$200.00 made by the Chairman upon diligent examination of request and proof of need; a special meeting of ALL EXECUTIVE COMMITTEE (BOARD) MEMBERS will be called to consider the request. Any monies approved shall be made payable to the parties being owed. If further assistance is needed, it shall be left up to the discretion of ALL COMMITTEE MEMBERS. Emergency Welfare consists of utilities, food, rent and/or clothing.
- C. At the first of each Fiscal Year, a Working Fund for the following Unit Officers will be established: Secretary, Treasurer, Chaplain and Historian; each to receive \$55.00, if funds are available. The Membership Chair will receive a Working Fund of \$110.00, if the funds are available. All Funds will be replenished as necessary with proper receipts of funds spent.
- D. The Unit Checkbook shall be kept in the Unit Office and/or on Post property at all times.

- E. Unit President, 1st Vice President, and Treasurer will have access to Bingo "bank" money and there shall be 2 signatures on all envelopes for deposit.
- F. The Unit will furnish the cake for the American Legion Birthday March 15th.
- G. The Unit President shall appoint a Committee for the selection of the Volunteer of the Year Award. The Unit President will be the only one who will know the names of those selected for this committee. Each Committee person shall report their selection in confidence directly to the Unit President.
- H. Unit President, 1st Vice President shall make Deposits for the Treasurer if they are not able to make them in a timely manner.

SECTION 111. CONVENTIONS - CONFERENCES ETC:

- A. The number of Delegates and Alternates to the Department Convention shall be based on the Membership Quota at the close of Department Books. Any member in good standing may be elected as a Delegate. Each eligible delegate will receive the cost of lodging and gas plus \$50.00 per day for food only if funds are available. Delegates should share expenses when possible. A written report is to be given at the next Unit meeting following the Convention & Conference with no exceptions. They must also have ALL receipts of expenses and must return all monies not spent at the same meeting! All Rooms shall be booked through the Legion.
- B. The Unit shall pay the registration fees for all the Delegates to the Department Convention.
- C. All Delegates to the District Constitutional Conference shall be elected prior to the Conference.

SECTION 1M MEMBERSHIP APPLICATIONS

- A. Any person applying for membership or transferring to the unit shall produce Veteran DD214, unless Active duty then current ID is accepted; Active duty Legion membership of qualifying veteran or death certificate for whom they are eligible through. If last names are different, birth/marriage certificates may be required.
- B. Membership Chair may hold an Early Bird Drive.

SECTION V. MISCELLANEOUS:

- A. All scholarships will be fully investigated by the Chair and their Committee. After the reviewing of applicant information, it will be brought before the Executive Board for consideration. Scholarships will not exceed \$500.00 semi-annually per request and payment to institution only. Scholarships issued preferably to Florida State Schools or, under special circumstances, out of state or on-line schools.
- B. The Out-going unit President shall be responsible for communication with the District President regarding the Installation of the In-Coming Unit Officers. The In-coming President shall decide on the type of dress to be worn for the Installation of the Unit Officers.
- C. First Vice President shall be responsible for purchasing the gift for the out-going unit President. Amount not to exceed \$200.00, unless voted on by governing membership.

First Vice President shall also be responsible for the Presidents gift for Christmas; gift not to exceed \$200.00.
- D. All entertainment and decorations will be the responsibility of each appointed Chair for their function.
- E. A Committee must consist of as many members as deemed necessary to carry out their project. All Committees including the Audit Committee must consist of at least three members. The Unit President shall appoint all other Committees not listed in the Unit Hand Book.
- F. Unit Historian shall be responsible for taking pictures of all Unit functions. Unit Historian must have a written report of all Unit activities and they must display pictures of all functions in between meetings. Cost of pictures to be reimbursed. Money collected for extra prints must be turned over to the Treasurer for deposit back into the Historian Budget. A camera must be made available to the Unit and must remain in the Unit office. The Unit Historian shall be responsible for keeping a photo album reflecting the activities for the year.
- G. All equipment and/or supplies shall be returned at the close of the fiscal Year for the Incoming Unit Officers, at which time the Unit Executive Committee shall hold all inventories.
- H. When Auxiliary Lounge Bingo will be held, The appointed Bingo Chair and Committee members shall be responsible for the scheduling of caller, floor workers and cashiers. The Bingo Fund shall be kept in separate lineage in the checking account from all other funds; no personal or business checks will be accepted. All profits from Bingo must be turned over to the Treasurer. Only the Unit President-Ist Vice President, and Treasurer

will have access to the safe and will be responsible for the opening and closing of the safe.

- I. Auxiliary members attending General Meetings must sign the attendance book. Those wishing to participate in the 50/50 drawing will donate \$1.00. The drawing will determine a winner who will receive half of the money collected, with the other half going into General Funds.
- J. Any member requesting an Honor Guard or Shield (5, 10, 15 years etc) will be ordered and paid for by the Unit.
- K. No Chairperson may draw more from the budget as allowed for their project without first getting approval from the General Membership at a regular meeting.
- L. There will be no alcoholic beverages, smoking or profanity allowed in a General Membership Meeting.
- M. Unit Members attending Regular or Special called meetings will dress appropriately, There will be no wearing of short shorts, halter-tops or Tee shirts motifs with obscene or vulgar language on them.

THIS STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON JANUARY 10, 2023

X Beverly K. Murray
Unit President

X Paula May
Unit Secretary

X Beverly K. Murray
Unit Constitution and By Laws Chairman