

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 on 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 regularly 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, Girls State, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers or appointed Officers, consisting of President, First Vice President; 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, and any reimbursement to Treasurer cannot include Treasurer's signature .
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. The unit shall be guided by the Code of Ethics 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. A Nominating Committee consisting of three (3) members will be elected by the Unit membership to develop a slate of officers for the coming year. Formation of the Nominating Committee must occur no later than three (3) months, prior to the scheduled election. Nominations will be accepted in April and May, and on night of election. Any member(s) nominated for any position must either be present, or submit a Letter of Intent, stating the following details Name, Membership Number, self-nominate for position desired, and acceptance of the position, signed and provided to Nominating Chairperson, no exceptions). If any member(s) wishing to be considered for a position provides Letter of Intent to someone other than Nominating Committee will not be considered.

3. To vote, members shall have their current paid membership card and show the same card to the Sergeant at Arms and membership Chairperson prior to signing the book at the door. If a member does not have a card available, the membership Chairperson will verify members eligibility with a current membership roster. Members may pay their dues on the night of election and still vote.

4. An annual election 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.

5. Each candidate for office may select one individual of their choice to observe the balloting process, which will be conducted by the Nominating Committee. Once the ballots have been counted, the Nominating Committee Chairperson will ask all observers if there were any concerns or irregularities during the count. The Chairperson will then officially announce that the vote count is complete and declare the results for each office. To maintain the integrity of the election, and after results announced, the Nominating Committee will seek membership approval to keep ballots for a period of 30 days. If approved, the committee will place all ballots in an envelope, sealed, and initialed by each committee member, and witness on the sealed envelope.

6. After the election, newly elected officers will officially assume their roles following the installation ceremony. To promote a seamless handover, outgoing officers will be available throughout June to assist the incoming officers, offering guidance and transferring all relevant records for each position.

DUES

1. The annual membership dues of the Unit, effective July 1, 2023, 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 31 shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues after suspension shall reinstate such members to active membership. Any delinquent member to December 31st of the year of delinquency shall be automatically dropped from the roster 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 Department and Department dues increases 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 Chairperson 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 Chairperson will be notified/ reminded at the end of the 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 mail.

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 considered 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.

DUTIES AND POWERS OF OFFICE

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

SECTION 1. UNIT CHAPLAIN:

Sec 1a. 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 \$100.00. A memorial contribution of up to \$75.00 may be made to the Department Memorial or Scholarship Fund in lieu of flowers unless the family requests food or another charitable donation.

Sec 1b. 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.

Sec 1c. Ordering flowers for members in the hospital, shut-ins, or rehab facility shall not exceed \$100.00. Members must be in a hospital or rehab facility for 3 days to get flowers — a card will be sent to members who do not stay in the hospital or rehab center for 3 days.

Sec 1d. The Chaplain or Unit officer shall oversee the Draping of the Charter upon immediate notification of the death of a member. The Charter shall remain draped for 30 days during the period of mourning as described in the Unit Manual of Ceremonies.

Sec 1e. The Chaplain shall oversee the Unit Memorial Service.

Sec 1f. In absence of the Unit Chaplin, the Unit President shall appoint an Acting Chaplain as needed.

SECTION 2. EXPENDITURES:

Sec 2a. 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. The Unit Treasurer will pay all monthly bills when they are due.

Sec 2b. EMERGENCY WELFARE ONLY: For all requests over \$200.00 made by the Chairperson upon diligent examination of request and proof of need; a special meeting of all EXECUTIVE COMMITTEE 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 to the discretion of ALL COMMITTEE MEMBERS. Emergency Welfare consists of utilities, food, rent and/or clothing.

Sec 2c. The Unit Checkbook shall always be kept in the Unit Office and/or on Post property.

Sec 2d. Unit President, First Vice President, and Treasurer will have access to Bingo "bank" money.

Sec 2e. The Unit President will furnish the cake for the American Legion Birthday March 15th.

Sec 2f. 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.

SECTION 3. CONVENTIONS – CONFERENCES; ETC:

Sec 3a. The unit will reimburse three (3) approved members for attending an American Legion Auxiliary (ALA) Workshop, ALA Convention, and Fall Conference. Reimbursement will be limited to lodging, gas/.25 per mile (from Post 240 to Hotel) attending at least one Auxiliary class and providing a written report at the next Unit meeting following the event. All receipts for expenses must be presented to the Treasurer upon return, or at the next meeting, whichever occurs first.

Sec 3b. 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. The Unit shall pay the registration fees for all the Delegates to the Department Convention at \$10 per delegate.

Sec 3c. All Delegates to the District Constitutional Conference shall be elected prior to the Conference.

SECTION 4. MEMBERSHIP APPLICATIONS:

Sec 4a. Per National, if any member(s) eligibility is through living current legionnaire and the Post has already vetted that member there is no need for DD214. If member(s) eligibility is through deceased legionnaire a copy of DD214, and death certificate is required. If last names are different, birth/marriage certificates may be needed.

Sec 4b. Membership Chairperson may hold an Early Bird Drive.

SECTION 5. MISCELLANEOUS:

Sec 5a. The Chairperson and their Committee will fully investigate all scholarships. After reviewing 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 are issued preferably to Florida State Schools or, under exceptional circumstances, out of state or on-line schools.

Sec 5b. 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 the type of dress to be worn for the Installation of the Unit Officers.

Sec 5c. All entertainment and decorations will be the responsibility of each appointed Chairperson for their function as to budget. 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.

Sec 5d. A Committee should enlist as many members as necessary to conduct 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 Handbook.

Sec 5e. 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 will be reimbursed. Money collected for extra prints will be turned over to the Treasurer to

THESE STANDING RULES WERE READ AND APPROVED AT OUR REGULAR UNIT MEETING ON August 11, 2026.

x Amy L. Davis
Unit President

x Brenda Engle
Unit Secretary

x Brenda Engle
Unit Constitution and Bylaws Chairperson