

## AMERICAN LEGION AUXILIARY UNIT 241

### STANDING RULES

1. The regular scheduled meeting of the American Legion Auxiliary Unit 241 Inc., shall be held on the last Thursday of each month, unless otherwise specified and shall be called to order at 6:00 pm central time. An Executive Committee meeting shall be as deemed necessary and called by the President.
2. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$30.00 to include Department and National per capita. The annual dues for Junior membership shall be \$4.50 to include the Department and National per capita.
4. In addition to the Core Committees listed by the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency (AEF), Community Service, Girls State, Junior Activities, Poppy, and Public Relations.
5. Unit elected officers, consisting of President, Treasurer, and Secretary, are authorized to sign for disbursement of funds from the Unit treasury. All checks MUST have two signatures.
6. All members responsible for Unit funds shall be bonded though the blanket Fidelity Bond and the Unit will pay the annual premium to Department Headquarters.
7. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed to carry on the duties normally performed by the Secretary.
8. 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 the candidate for the office in order to be presented by the committee. This committee is to be formed no later than two (2) months prior to election.
9. Flowers are to be purchased, not to exceed seventy-five (\$75) dollars, at the death of a Unit member, or the death of a Unit member's immediate family. Immediate family members are spouse, child, and parents. If the member or family of a member decides the donation is to go to an organization in lieu of flowers, the Unit will honor the preference.
10. Petty Cash will be issued to the President, Treasurer, Secretary, Chaplain, Historian, Membership and Co-Membership as deemed necessary in the amount of seventy-five (\$75) dollars each for postage, writing supplies, etc. These designated officers will sign for the money at the beginning of the fiscal year. When monies are spent, receipt(s) will be turned into the Treasurer and more funds drawn up to amount issued. At year-end the remaining Petty Cash will be turned in and signed for accountability.
11. Bingo Sponsor: American Legion Auxiliary Unit 241 being a charitable recipient of Mr. Bingo in Marianna, Florida, all Unit members sponsoring bingo sessions (designated by Mr. Bingo) as fundraisers will be compensated thirty (30.00) per session for expenses.

12. Post Office Box rent will be paid as approved by members.
13. Unit will pay for Girls State registration fees for the delegate and over quota delegate. Unit will provide fifty (\$50.00) dollars to each Unit 241 delegate for photo/spending money.
14. Unit will pay for meals of members at all District meetings and at special events, that are approved by members.
15. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer".
16. All monies, dues, and donations considered Unit funds shall be turned into the Treasurer for deposit into the Unit account (NO EXCEPTIONS).
17. All Junior membership dues for National and Department will be paid by the Unit.
18. Unit will purchase designated number cases of copy paper for local schools each year as approved by members.
19. Renew Incorporation certificate each year as required by law by Department of Florida Division of Corporation and Department of Florida American Legion Auxiliary, at current specified amount with prior approval by members.
20. A budget committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the President, for the purpose of presenting a budget for the ensuing year.
21. Renew ALAMIS dues each year as designated by National American Legion Auxiliary
22. All Expenses are to be paid for all delegates to Department Convention, up to the number (#) of eligible votes.
23. The Unit shall be guided by the Code of Ethics as published by the National Auxiliary Standing Rules.
24. In Emergency Situations:
  - A. Unit business will be handled by US Mail when Unit cannot meet as scheduled.
  - B. Officer Nominating Committee will select a slate of officers. This committee will notify members (by mail) of their recommendations with a provision for write-in nominations. If a member has a nomination, this form shall be mailed to the Unit Post Office Box, (ALA Unit 241 / P O Box 125 / Sneads, FL 32460) within ten (10) days
    1. If no other nominations are received, the recommendations by the nominating committee shall be considered elected.
    2. If other recommendations are received, a ballot will be prepared and mailed to the Unit members. Members will be required to mail ballots to the Unit PO Box by the specified date. On this specified date, counting of the ballots will take place at the American Legion Post 241 at a time indicated. Members may be present for the counting if desired'
25. Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at a regular scheduled meeting, or if notice is given by a majority vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING. DATE January 27, 2023

X Mathie A Brower  
Unit President

X Joseph J. McDaniel  
Unit Secretary

X Margaret Ann Shepard  
Unit Constitution and Bylaws Chairman

X \_\_\_\_\_  
Department Constitution & Bylaws Chairman

X \_\_\_\_\_  
Date Approved