

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Middleburg Unit 250, Inc. shall be held on the 3rd Thursday of each month, unless otherwise specified by the current President, and shall be called to order at 7:00 pm.
2. An Executive Committee meeting shall be called as needed the 3rd Thursday of the month unless otherwise specified and shall be called to order no later than 6:30pm.
3. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit. This shall include at least one of the following officers: President, Vice President, or Secretary, and two other officers must be present to conduct a regular meeting.
4. The 2022-2023 annual Senior membership dues of the Unit shall be Thirty dollars (\$30.00) to include Department and National per capita. The 2023-2024 annual Senior membership dues of the Unit shall be Forty Dollars (\$40.00) to include Department and National per capita. The annual dues of the Junior membership shall be Five Dollars (\$5.00) to include the Department and National per capita.
5. In addition to the Core 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.
6. 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.
7. 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.
8. 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.
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. An Audit Committee consisting of three (3) members shall be appointed by the President for the purpose of auditing the books of the Treasurer. The Treasurer should be present during the audit to answer questions only. No one on the Audit Committee should have authorization to sign checks.
11. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

12. Where deemed necessary, in the absence of the appointed secretary, another unit officer may be appointed to carry on the normally performed by the Secretary.
13. During meetings of the American Legion Auxiliary Unit 250 members are expected to abide by personal courtesy, including no misconduct or foul language. In addition, there will be No alcoholic beverages consumed or brought in during the meeting. No smoking during the meetings. Anyone attending the meeting intoxicated or disrupted will be politely asked to leave.
14. The Second Vice President shall be the Activities Chairperson. The Second Vice President shall also be the chairperson for Children and Youth Committee in the event that no one accepts the Committee position.
15. Annual Convention Delegates: The incoming President may be automatically paid for up to four (4) night hotel expenses. Other delegates desiring to go will be voted upon at a regular scheduled meeting. The amount budgeted will include what is covered and will be based on budgetary constraints, including specific number nights. It is mandatory that anyone going to the Convention attend all events during their time at the Convention that the Auxiliary paid for.
16. All requests for reimbursements with receipts must be submitted to the Treasurer within seven (7) working days of the purchase and all receipts must be clear of any purchases that are not for the event.
17. The Chaplain shall be budgeted Two hundred dollars (\$200.00) for the year, for expenses, with proof of receipts.
18. In an emergency, should a purchase need to be made, the Executive Committee can approve up to five hundred dollars (\$500.00) by a majority vote of seven (7) of the Executive Committee members. Voting for approval must be in written form, by an email or in person, from each member approving the emergency funding.
19. All motions asking for nonemergency financial contributions to a member for any personal reason must be tabled until next meeting so it can be discussed, seconded, and voted upon by the group.
20. Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote of the members present at any meeting, or if notice has been given, by a majority vote.
21. Annual Navy Junior Reserve Officers Training Corps (NJROTC) awards will be automatically paid for.
22. Minimum of Seventy-five dollars (\$75.00) will be contributed annually for Florida Department Auxiliary President Visitation expenses.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON January 16, 2023

X Ellen M. Meier
Unit President

Shay James
Unit Secretary

X Debra A. Kimmey 1/16/2023
Unit Constitution and Bylaws Chairman