

Standing Rules
AMERICAN LEGION AUXILIARY
NORTH PORT UNIT #254
2023

Meetings

1. The regular scheduled meeting of the American Legion Auxiliary North Unit #254 Inc. shall be held on the 4th Tuesday of each month, unless otherwise specified and the General Membership shall be called to order at 6:30 p.m.
2. An Executive Committee meeting shall be held the same day of the month unless otherwise specified and shall be called to order at 6:00 p.m.
3. Five (5) members of the Executive Committee shall constitute a quorum at the Executive Committee meeting and at least 5 members of the Executive Committee and any number of the General Membership of the Unit shall constitute a quorum at any regular scheduled meeting.
4. **Applicable during emergency situations:**
 - A. Unit meetings may be held in person or by any other electronic means.
 - B. "Voting may be done by voice, email, ballot or other electronic means"
5. No person shall be permitted to enter the room during formal opening or closing ceremonies. If a quorum has not been met at the end of the formal opening, then no business shall be transacted.
6. In the event a regular Unit scheduled meeting coincides with a legal holiday, the meeting date will be set by the Executive Committee.
7. Our Poppy Day sales will be conducted over the Memorial Day week-end.
8. On the night of our regular monthly meetings, all Auxiliary members must attend the meetings if present at the post, the Canteen will be advised not to server Auxiliary members during the time the General Membership Meeting is being conducted.
9. Being an Officer is a serious commitment which requires faithful attendance at as many meetings as possible. Any officer absents for three (3) consecutive meetings without valid reasons acceptable to the President, may be asked to resign.
10. The President will have a discretionary fund of \$100 that she may use for an emergency. She is to call the treasurer first to assure there is money in the account. The President will then report the expense with a receipt and explain the reason at the next regular meeting.
11. There will be a yearly assessment whether to continue use of a Unit Credit/Debit cards.
12. Due to lack of storage space at the Legion Post (254), Officers of the Auxiliary are authorized to take home and store items directly related to their position and they are to return all said items at the competition of their term in office.
13. All Unit Expenditures must be authorized by the membership prior to obligation being incurred so authorized must be presented to membership for payment.
14. Members are allowed to bring in (1) one drink to a meeting. No refills during meetings.
15. Any member participating in Unit activities is encouraged to wear an Auxiliary shirt and/or your Auxiliary name bade..
16. Any Member attending any Legion family Funeral or memorial service is encouraged to wear a white blouse with Auxiliary pin and name badge with black or navy blue slacks or skirt.

Membership

17. No Unit officer or member of this unit shall make the membership list available to any prospect or any outside organization. The list is property of this Unit and private.
18. The annual Senior Membership dues of the Unit shall be \$45 to include Department and National Per capita. The Junior dues shall be \$7.00 to include Department and National per capita.
19. Membership cards will be mailed out to each member after their dues have been paid each year.

Committees

20. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following committees: Auxiliary Emergency Fund (AEF), Community Service, Girls State, Cavalcade of Memories, Junior Activities Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations, Constitution and By-Laws, Membership, Budget and Audit Committees.
21. All monies raised by fundraising activities shall be turn over to the Treasure at the following meeting after the event.
22. Chairpersons are not granted independent authority for decisions effecting the Unit. All decisions pertaining to the Unit must have prior recommendations from the Executive Committee and voted upon by the membership.
23. The Nominating Committee shall be composed of three (3) members, who shall be elected in February, for the purpose of presenting a slate of officers for the ensuring year by the April Meeting. (1) One month prior to elections. The nominating committee shall present the names of the nominees to the Unit at that meeting
24. An audit committee consisting of three (3) members, appointed by the President, will perform an audit of the Treasure's books after each yearly election, to be completed by September for approval by membership at the regular meeting.
25. The Unit's budget committee consisting of the Treasurer and two (2) other members appointed by the President, shall presented the budget to the membership for approval by the August regular membership meeting.

Nominations

26. Nominations will be open to the floor the night of elections. Any and all candidates must be present to accept the nomination.
27. In May the Unit with hold it Elections and they shall be done by secret ballot if there is more than one nomination for an office position. If there is only one person nominated for an office the ballot may be dispensed with and we may vote with yes or no for that nominee to be declared a winner. In case of disaster, voting can be done my email or other electronic means. When voting my ballot, the night of the vote, the Sargent of Arms and Asst. Sargent of Arms will check each person's membership card as they sign in and put a check beside their name then hand out the ballots. No ballots will be opened until the vote is closed. Ballots will be destroyed following the meeting.
28. The new officers will assume their positions and duties that night after elections.
29. Installation of Officers will be done in conjunction with our American Legion Post 254 Schedule.

30. Unit Elected Officers, Consisting of President, Treasurer and First Vice are authorized to sign checks for disbursement of funds from the Unit treasury. The checks MUST have 2 of the three signatures on each check. No person that is a Payee can sign the check.
31. All nominees must be in good standing and have an understanding of the position they are being nominated to hold.

Fall Conference and Department Convention

32. Auxiliary members are encouraged to be active at the District and Department levels. With prior Unit 254 membership approval and funds being available, reimbursement for attendance at such functions will be as follows for two (2) members of our unit (President, Vice President or other another officer if one of the previous does not attend). Department Fall Conference and other Workshops (up to 2 nights); Department Convention (up to 3 nights). Rooms will be compensated up to the negotiated rate per night, plus \$50 per diem per day for food. All receipts shall be turned into the treasurer for payment. If a husband and wife attend the same function and the Legion is paying for the room then the Auxiliary will not duplicate pay for the same room.
33. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.

These Standing Rules may be amended by two-thirds (2/3) of the meeting quorum vote at any regularly scheduled meeting or if a notice has been given, by a majority vote and will go into effect in 30 days in order for written or email notices be sent out to all members to notify them of the changes.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON
_January 24th, 2023_____.

Patricia M. Magee
Unit President

Date Approved: 1/24/2023

Shelby Taylor
Unit Constitution and Bylaws Chairman

Elizabeth M. Attuafa
Unit Secretary