

## STANDING RULES

### Unit Meetings

Section 1: The regular meetings of this Auxiliary Unit shall be held on the first Monday of each month, unless otherwise specified, and shall be called to order at 7:00 P.M.

Section 2: The Executive Committee will meet at 5:30 P.M. on the first Monday of each month, unless otherwise stated.

Section 3: The regular meeting and Executive Committee meeting will not be held in the month of July, unless otherwise stated.

Section 4: Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written or electronic request of three (3) members of the Unit.

Section 5: Twenty (20) members shall constitute a quorum at any meeting of the Unit.

### Dues

Section 1: The annual membership dues of this Unit shall be fifty-five (\$55) dollars for Seniors paid annually or for life and shall include the Department and National per capita.

Section 2: The annual membership for Juniors shall be five (\$5) dollars paid annually until the age of 18 years.

### Nominations and Elections

Section 1: Installation of Officers shall be held jointly with the Post.

Section 2: All Officers and Executive Committee Pins must be returned to the President at the last meeting of the current year.

Section 3: The Unit shall provide each Officer with a current Unit Guide.

Section 4: All Unit Officers and Chairmen will file all reports as requested by District and Department, on or before the dates specified, and will submit a copy of all reports for the Unit files by August 1.

Section 5: All Unit Officers and Chairmen will forward all of their files, reports and other materials to their successors by August 1.

Section 6: The retiring President shall be presented with a Past President's pin, ring or gift of equal value to be presented at the Installation of the new Officers.

## Department Convention & Fall Conference

Section 1: Delegates and alternates to a Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two (2) weeks prior to the convention. Alternates shall have priority in the order of their election and shall number no more than five (5) in number including the Automatic Delegate.

Section 2: Automatic Delegates for the Department Convention shall be in-coming and out-going President and In-coming Secretary. If any of the Automatic delegates are unable to attend, a Delegates shall be elected in their place.

Section 3: The out-going President shall be the Chairman of the Delegation. Should the outgoing President be unable to attend, the in-coming President shall be the Chairman.

Section 4: Each automatic and elected Delegate shall receive their own check in the amount allowed in the budget and they are responsible for their reservation. The budget shall allow for one-night room expense and \$75.00 for extra items associated with the convention.

Section 5: Members receiving monies from Department to any functions shall not receive any monies from the Unit.

Section 6: A member who is elected at the Department Convention to attend the National Convention as a delegate shall receive their own check for \$500.00 for expenses incurred to attend the National Convention. The number of National Delegates shall not exceed two (2) member representatives.

## Committees

Section 1: In addition to the core committees listed in the Bylaws, the unit shall have the following standing committees: Auxiliary Emergency Fund (AEF), Children & Youth, Community Service, Education, Girls State, Cavalcade of Memories, Ways and Means, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy and Public Relations.

Section 2: Audit Committee: A certified accountant shall audit the Treasurer's accounts at the close of each term and a report of the audit is to be made to the Unit.

Section 3: A Nominating Committee composed of three (3) members of the Unit shall be elected at the meeting two (2) months prior to elections. The committee shall present a slate of officers at the regular meeting one (1) month prior to elections. The Nominating Committee shall be automatically discharged when its report is formally presented to the assembly. The Unit President shall then ask for any additional nominations from the floor at the regular meeting one (1) month prior to elections. Elections will take place not more than ninety (90) days nor less than fifteen (15) days prior to the Department Convention.

## Membership

**Section 1:** The Membership Chairman will report the names of all new and transferred Auxiliary members at each meeting, if more than 25 names are to be read, they shall be published and filed with the Secretary and recorded in the minutes of the meeting.

**Section 2:** The Unit members shall act on all applications for and transfer of membership at the next regular meeting following the making of such application or transfer, and shall at said meeting be accepted, rejected or referred for further investigation or consideration.

## Miscellaneous

**Section 1:** All monies from fund raising activities shall be turned over to the Treasurer (or deposited) within five (5) days of the function and reported at the next meeting.

**Section 2:** When a member dies, a contribution of up to one hundred (\$100) dollars shall be made to the Educational Memorial Fund of the Department of Florida or a charity of the deceased members choosing. In each case, the amount will be determined by vote at a regular membership meeting.

**Section 3:** President is authorized to incur expenditures up to one hundred (\$100) dollars monthly, in case of special need or emergency.

**Section 4:** Any member can get a copy of the Unit Constitution and Bylaws by requesting a copy from the President or Secretary of the Unit.

## Amendments

**Section 1:** These Standing Rules may be amended by a two-thirds (2/3) vote of the members present at a regular Unit meeting, or if notice has been given, by a majority vote.

THESE STANDING RULES WERE READ AND APPROVED AT A REGULARLY SCHEDULED MEETING HELD ON JANUARY 2ND, 2023.

X

*Cheryl S. Yoder*

Cheryl S. Yoder, Unit President

X

*Katherine Gabehart*

Katherine L Gabehart, Unit Constitution and Bylaws Chairman

*1/2/2023*

Date:

*1/2/2023*

Date: