

## STANDING RULES

### ARTICLE I – UNIT MEETINGS

**Section 1:** The Regular Meeting of this **American Legion Auxiliary Long Key Unit 305, Inc.** shall be held on the **2<sup>nd</sup> Monday** of each month, unless otherwise specified, and shall be called to order at **6:00 p.m.** An Executive Committee meeting shall be held the **2<sup>nd</sup> Monday** of each month unless otherwise specified and shall be called to order at **5:45 p.m.** prior to the regular meeting of the American Legion Auxiliary Long Key Unit 305, Inc. Additional meetings may be held at the request of any Executive Committee member.

**Section 2:** This Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on page 22-28.

**Section 3:** Three **(3)** members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.

**Section 4:** The Secretary may utilize tape recordings at Executive and regular meetings unless requested by an Officer or member to refrain from taping conversations.

**Section 5:** Executive Board or Unit meetings may be held in person or via electronic devices. Voting may be voice, ballot, and in emergency situations, by email or other electronic devices.

### ARTICLE II – DUES AND FINANCE

**Section 1:** The annual Senior membership dues of the Unit shall be **\$45.00** to include Department and National per capita. The dues for Junior membership shall be **\$5.00** to include the Department and Nation per capita.

**Section 2:** A Standing Finance Committee shall oversee the general financial policy of the Unit and shall be appointed by the President. The committee will be composed of the newly elected Unit Treasurer and three (3) members.

**Section 3:** The annual Budget will be presented at the first general meeting of the new term. An annual audit will be completed prior to the new Treasurer taking over responsibilities. The Treasurer shall be present during the audit to answer questions only. No one of the Audit Committee should have authorization to sign checks.

**Section 4:** Unit Elected Officers, consisting of: President, First and Second Vice President, and Treasurer are Authorized to sign checks for disbursement of funds from the Unit Treasury. All checks must have two signatures. All members responsible for the Unit funds shall be bonded through the blanket Fidelity Bond and the Unit will pay the annual premiums to Department Headquarters.

**Section 5:** As a courtesy, the Unit will pay the first year for Gold Star Mothers and Active-Duty persons.

**Section 6:** All expenditures of funds up to **\$500** by this Auxiliary Unit shall be approved by the Unit membership. However, the President may, in case of special need or emergency, contact two (2) members of the Executive Committee stating the need for such money and must have their approval and then be presented at the next general meeting.

**Section 7:** The Unit shall make a ten (**10**) dollar donation to the Department of Florida's Memorial Scholarship Fund for any member that is in good standing at the time of their death.

**Section 8:** The Unit shall pay for the Unit Guides for every Officer/Chairman.

**Section 9:** Any returned checks shall be the responsibility of Unit member of said check. A fee of **\$25.00** will be charged.

## ARTICLE III – COMMITTEES

**Section 1:** 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 to be presented by this committee. This committee is to form no later than two **(2)** months prior to election.

**Section 2:** A Nomination will be effective only upon the nominee being present at the time of nomination, or if nominee for office has previously filed a written acceptance of such nomination. Nominations may be presented at the regular scheduled general meeting in March, April, and May. Elections will be held in May.

**Section 3:** The newly elected Unit Officers will take office at the next scheduled regular meeting and be installed at the first available date along with the American Legion, Sons from our Post. The Secretary shall notify Department Headquarters of the names and addresses of Unit Officers ten **(10)** days prior to the Department Convention, on forms furnished by the Department Secretary.

**Section 4:** As a formality, the newly elected President, at the first Unit meeting after election, shall ask to have the appointed Secretary ratified.

**Section 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.

## ARTICLE IV - DELEGATES & ALTERNATES

**Section 1:** The President and Secretary are automatic Delegates by the virtue of their office for the District Constitution Conference.

**Section 2:** The Unit shall pay the registration fee of its delegate strength, including any Department Officers and Past Department Presidents who are members of the Unit in attendance at the Department Convention. The Unit shall also pay the registration fee of all alternate delegates in attendance at the Convention or Conference as budget allows.

To receive financial assistance for attendance at any of these events:

- A.** Member must attend the meetings at the Conference. If the meetings are not attended by the Delegate, she/he will forfeit a portion of the monies given by the Unit. (Example: only one session is attended and there were three sessions, the Delegate will only get on third of the money allotted from the budget.) Each Delegate shall receive their own check for the amount allotted in the budget and is responsible for their own reservation.
- B.** Receipts **MUST** be turned in for room expenses (payment is based upon same % paid for room); In addition, members will receive **\$50.00** per day towards meal purchases.

Rules for room reimbursement:

- 1.** If a member shares a room with anyone other than a Unit 305 member, **50%** of the cost will be paid by the Unit.
- 2.** If there are two or more Unit 305 Auxiliary members in a room, the full payment of the room will be paid by the Unit.
- 3.** If a Unit 305 member does not share a room with anyone, they will receive **50%** of the room cost.
- 4.** A District chairperson that is a member of Unit 305 shall receive **100%** for attending District Workshop.

## **ARTICLE V – MEMBERS**

**Section 1:** Members who are not subject to suspension or membership revocation under due process are eligible to transfer their membership to another Unit. The members must pay their membership dues to their current Unit for either the current year or immediate past membership year. Members transferring to a new Unit must pay current year dues to either their current Unit or to the Unit into which they wish to transfer.

**Section 3:** All Officers and Executive Committee members shall be elected no more than ninety (90) days and no less than fifteen (15) days prior to the Department Convention. The Unit President will appoint the Unit Secretary after the election is completed.

**Section 4:** The Unit shall notify the Department Secretary of the names and addresses of such newly elected Officers not less than ten (10) days prior to Convention, certification to be made on forms furnished by Department.

**Section 5:** Vacancies in Offices between annual elections shall be filled by the Executive Committee.

**Section 6:** Delegates and Alternates to District Constitutional Conference, or Department Convention shall be elected not less than two (2) weeks prior to the Conference or Convention. Alternates shall have priority in the order of their election.

#### **ARTICLE VI – COMMITTEES**

**Section 1:** The Unit shall have the following Core Committees: Americanism, Children & Youth, Constitution and Bylaws, Membership, National Security, Veterans Affairs and Rehabilitation, and such other missions and member/organizational support committees as provided in the Standing Rules.

#### **ARTICLE VII – TRANSFERS**

Transfer of Membership from one Unit to another in the Department of Florida shall be upon application of the member to, and acceptance by the other Unit, in conformity with National and Department Constitution and Bylaws.

#### **ARTICLE VIII – DISCIPLINE**

**Section 1:** For any violation of the Unit, Department, or National Constitution, or for conduct improper and prejudicial to the welfare of the Auxiliary of The American Legion, any member may be expelled from membership or any Officer

may be removed from office by two thirds (2/3) vote at a Unit meeting duly called for that purpose, said expulsion or removal to be binding only in the event said member or Officer shall have been given at least (15) fifteen days in writing by the Unit Secretary of the charges and the hearing thereon. Either party may have the right to appeal to the Depart Executive Committee, and their action thereon shall be final. The expenses of said appeal shall be borne by the appellant.

**Section 2:** No member, or group of members, shall subject this Unit to liability without authorization of Unit.

#### **ARTICLE IX – PARLAIMENTARY AUTHORITY**

The Unit organization shall be governed by “Robert’s Rules of Order, Newly Revised” on all points not covered in National and/or Department Constitution and Bylaws.

#### **ARTICLE X – AMENDMENTS**

**Section 1:** These Bylaws may be amended by two thirds (2/3) vote of the members present at a regular meeting, provided the proposed amendments shall have been read at a previous Unit meeting.

**Section 2:** Amendments not having been previously read may be adopted by the unanimous vote of the members present.

**Section 3:** These Bylaws shall automatically be amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

**Evidence of paid membership includes:**

1. American Legion Auxiliary Membership Card.
2. Verification of membership by ALA Department or National Headquarters membership records.

**ARTICLE VI – AMENDMENTS**

**Section 1:** These Standing Rules may be amended by a two thirds (2/3) vote of the members present as a regular Unit meeting, or if notice has been given, by a majority vote. Amendments not having been previously read may be adopted by the unanimous vote of members present.

**Section 2:** These Standing Rules shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

**THESE STANDING RULES WERE READ, VOTED ON, AND APPROVED AT OUR REGULAR UNIT MEETING ON** December 15, 2023.

x Sandra Helms-Toller  
Unit President

x Cynthia Fe  
Unit First Vice

x Wanda Gimpel  
Unit Constitution and Bylaws Chairman

X December 15, 2023  
Date Approved