

STANDING RULES

ARTICLE I – UNIT MEETINGS

Section 1: The Regular Meeting of this American Legion Auxiliary *Cooper City Memorial Unit 321, Inc.*, Department of Florida shall be held on the 1st Wednesday of each month, unless otherwise specified, and shall be called to order at 7:00 p.m. The Executive Committee shall meet at 6:00 p.m. prior to the regular meeting of the American Legion Auxiliary *Cooper City Memorial Unit 321, Inc.*, Department of Florida. Additional meetings may be held at the request of any Executive Committee member.

Section 2: The Secretary may utilize tape recordings at Executive and Regular meetings unless requested by an Officer or member to refrain from taping conversation.

Section 3: Any Unit 321 Auxiliary member in the canteen/Lounge during the Business Meeting of the Auxiliary will be requested to attend the meeting.

Section 4: Executive or Board Unit meetings may be held in person or via electronic means.

Section 5: Voting may be by voice, ballot, and in emergency situations, by email or other electronic means.

Section 6: Post 321 is a "No Smoking Post". Therefore, there shall be no smoking on premises at the meeting.

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 annual dues for Junior membership shall be \$7.50 to include Department and National per capita.

Section 2: There shall be a standing Finance Committee composed of three (3) members who will meet once a year. The Finance Committee will be charged with the preparation of the yearly budget and supervise the expenditures of funds under the budget. This committee shall oversee the general financial policy of the Unit and will annually review the Unit Treasurer's books.

Section 3: The annual Budget will be presented at the first general meeting of the new term.

Section 4: An annual audit will be completed prior to new treasurer taking over his/her responsibilities.

Section 5: The Unit will pay dues for all our Juniors if the "sponsor" of the Junior is still in good standing with the American Legion 321 Family.

Section 6: Unit elected Officers, consisting of the Unit President, Treasurer, Membership Chairman, and up to one Executive Committee Member are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the four above signatures.

Section 7: The Unit will charge any Legion eligible member, in Good Standing with Post 321, membership dues equal to Dept. and National dues and will pay first year for any new dual members.

Section 8: The Unit will pay dues for any Gold Star Mothers.

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Section 9: Donations requested for more than \$100.00 by any single Organization MUST be approved by vote of the members attending a regular meeting, or in extenuating circumstances, by vote of the Executive Committee. The majority of the votes cast shall be necessary to approve the donation and the amount of the donation.

Section 10: All expenditures of funds 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 11: The Executive Committee may not expend more than One Hundred Dollars (\$100.00) at any meeting without the sanction of the Unit, with the expenditures presented to the membership at the next general meeting.

ARTICLE III – COMMITTEES

Section 1: 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, History (Cavalcade of Memories), Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations. The Committee Chairman shall be appointed by the President, subject to ratification by the Unit Executive Committee.

Section 2: A Nominating Committee, composed of three (3) members, shall be elected by the members for the purpose of presenting a slate of Unit officers for the ensuring year.

Section 3: An Auditing Committee composed of three (3) members, shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term and making a report of the audit of the Unit. The treasurer will be available to this committee for the sole purpose of presenting past treasurer reports, budgets, minutes, and recording of the new budget.

ARTICLE IV – NOMINATIONS, ELECTION, AND INSTALLATION.

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 in order to be presented by this committee. This committee is to form no later than two (2) months prior to election. The report of this Nominating Committee shall be made at the regular general meeting prior to the general meeting designated for election. Anyone wishing to run from the floor must provide written notification to the President 10 days prior to the election meeting.

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.

Section 3: Nominations may be presented at the regular scheduled general meetings in March, April, or May before the election takes place.

Section 4: A member is eligible to vote in the Unit elections if the member's dues are paid as of the night of the election.

Section 5: 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, and Riders from our post. The

Secretary shall notify Department Headquarters of the names and addresses of such officers ten days prior to the Department Convention, on forms furnished by the Department Secretary.

Section 6: The out-going Unit President will be responsible for the Installation plans.

ARTICLE V – DELEGATES & ALTERNATES

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

In order to receive financial help 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 s/he will forfeit a portion of the monies given by the Unit. (For example, if only one session is attended and there were three sessions, the Delegate will only get one 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) The outgoing President shall be the Chairman of the Delegation. Should s/he be unable to attend, the incoming President shall be the Chairman.
- C) Receipts MUST be turned in for room expenses (payment is based upon same % paid for room - see below). In addition, member will receive \$25.00 per day towards meal purchases.

Rules for room reimbursement:

- 1) If you share a room with anyone, Unit 321 members or not, you will receive 50% of the room reimbursement.
- 2) If there are two or more Unit 321 Auxiliary members in a room, the full payment of the room will be paid for by the Unit.
- 3) If you do not share a room with anyone, you will receive 50% of the room reimbursement.
- 4) All Delegates to the Department Convention, Department Workshop, and Fall Conference shall bring back reports on the Chairmanships assigned to them by the Chairman of the Delegation at the next regular meeting.

ARTICLE VI – MEMBERS

Section 1: If an applicant is voted on and rejected, s/he shall be informed of the results. Same holds true for applicants accepted at the meeting.

Section 2: Members who are not subject to suspension or membership revocation under due process are eligible to transfer their membership to another unit if they have paid 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.

Evidence of paid membership includes:

- 1) American Legion Auxiliary Membership Card
- 2) Verification of membership by ALA Department or National Headquarters membership records
- 3) Other documentation verifying payment of current or immediate past year membership dues such as a cancelled check or receipt; or
- 4) When verifying documentation is not available, a sworn statement that the member's membership dues payment was tendered

ARTICLE VII – OTHER

The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 23-27.

ARTICLE VIII – 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.


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

Section 3: 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

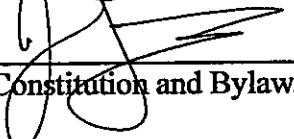
THESE STANDING RULES WERE READ, VOTED ON, AND APPROVED AT OUR REGULAR UNIT MEETING ON 3/2/22.

X 

Unit President

X 

Unit Secretary

X 

Unit Constitution and Bylaws Chairman

X _____
Department Constitution and Bylaws Chairman

X _____
Date Approved

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