

**STANDING RULES
AMERICAN LEGION AUXILIARY
LEHIGH ACRES UNIT 323, INC.
DEPARTMENT OF FLORIDA
1124 ASHLAR AVE, LEHIGH ACRES, FL 3393**

Duties of Officers

Section 1. Duties of the Unit President: The President is ex-officio of all committees. The outgoing President is responsible for installation plans.

Section 2. Duties of the Vice President: The First Vice President may also serve as Membership Chairman and perform all duties and keep all records pertaining to the membership of this Unit by keeping names, addresses and the source of eligibility. All monies for dues will be turned over to the Treasurer with a list of those paying. The Second Vice President may serve as Poppy Chairman.

Section 3. The officers authorized to sign checks are the Unit President, Unit Treasurer and Unit 1st Vice President and two signatures are required on all checks.

Section 4. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.

Section 5. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer".

Section 6. Donations to the Unit will be accepted without cost or obligation to the Unit.

Dues

Section 1. The annual membership dues of this Lehigh Acres Unit 323, Inc. shall be \$40.00 for Seniors paid annually or for life, and shall include the Department and National per capita. The annual membership for Juniors shall be \$8.00 paid annually until the age of 18 years.

Section 2. Dues will be paid by the Unit for any Unit President provided the member has served a minimum of 2 full years as Unit President and has been a member for over 10 consecutive years of Lehigh Acres Unit 323, Inc. The Unit will establish their own rules for conferring Life Membership and Certification of such. In all instances the Department Secretary must certify as to the Life Membership before such materials be purchased through the National Emblem Sales.

Section 3. All applications and transfers for membership shall be acted upon at the next regular business meeting following the making of such application and shall be at such meeting accepted, rejected or referred for further investigation and consideration. Vote can either be oral or ballot, applicants should not be present during the vote.

Unit Meetings

Section 1. The regular meetings of American Legion Auxiliary, Lehigh Acres Unit 323, Inc., shall be held on the first Monday of each month, unless otherwise specified and at the discretion of the Post on the first available date with proper notification to all members and shall be called to order at 7:00 pm.

Section 2. The Executive Committee meetings will be held on the last Wednesday of each month, unless otherwise specified and shall be called to order at 7:00 pm.

Section 3. An Annual meeting of this Unit shall be held not more than ninety (90) days nor less than fifteen (15) days prior to Department Convention for the purpose of electing officers and receiving annual reports.

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 or at least three (3) members of the Unit. If a special meeting is called, notice of the time, place and purpose of this meeting will be sent either electronically or mailed to all members at least five (5) days in advance of the meeting. A two-thirds (2/3) vote is required at a properly called special meeting.

Section 5. There will be no smoking or alcoholic beverages allowed during the Executive Board or Regular General membership meetings.

Quorums

Section 1. Eleven (11) members shall constitute a quorum at any meeting of the Unit.

Section 2. One-Third (1/3) of members of the Executive Committee shall constitute a quorum.

Elections

Section 1. All officers and executive committee members shall be elected annually at a meeting duly called for that purpose. An Executive Committee shall consist of all elected officers, Assistant Sergeant-at-Arms and Unit Past President, each having a vote and a Parliamentarian with no vote.

Section 2. Election may be by voice vote if there is only one candidate; but where there is more than one candidate for the same office, election shall be by ballot and the majority of votes cast shall be necessary to elect. Nominations from the floor will be accepted the night of the election and acceptance must be provided by the nominee at this time. In the event a nominee is not present, a letter of acceptance written by the nominee must be on hand and read in the event of their election to office.

Section 3. If an officer resigns, this must be in writing. All property belonging to the Unit must be returned.

Section 4. Installation of officers shall be at a time coinciding with the Post to which this Unit is attached. Officers elected assume their duties July 1st or the beginning of the new fiscal year. Unit guides will be provided to all officers and chairman. Books purchased for the office will be the property of the Unit. Membership pins will be provided to all members upon their initiation.

Section 5. Delegates and alternates to Department Convention shall be elected at a Unit meeting not less than two (2) weeks prior to the convention. Alternates shall have the priority in the order of their election.

- (a) Delegates elected to Department Convention in order to be paid must attend a majority of the Unit meetings and must have participated in Unit activities. The incoming President and the immediate Past President shall automatically be a delegate at Department Convention. The immediate Past President shall be the chairman of the Unit delegation. If immediate Past President is unable to attend, the newly elected President shall be the chairman of the delegation.
- (b) Paid delegates that attend Department Convention and workshops shall be provided their room rate for two people per room per day and will be paid at a rate of one-half (1/2) of the cost of the room. If more than two (2) persons per room per day, the room rate will be prorated. The amount of days to be paid will be determined by the days required for the delegates' attendance at meetings for Department Convention or Fall Conference according to Department of Florida and the approval of the membership. Food allowance shall be \$30.00 per day except Sunday when returning from Department Convention or Fall Conference.
- (c) Registration fees for delegates will be paid by the Unit. All paid delegates shall attend a majority of the meetings of the Convention/Conference and shall prepare a written report to be given to the Treasurer for reimbursement for rooms. An oral report shall be given by the delegation chairman at the next regular Unit meeting. Each delegate shall be entitled to one (1) vote. The vote of any delegate not present shall be cast by the majority of the delegates present.

Section 6. President and Past President will automatically be a delegate to Fall Conference. Fall Conference is limited to twelve (12) members which will be nominated and elected from the floor at a regular Unit meeting.

Section 7. Lunch shall be paid by the Unit for School of Instruction and Auxiliary Basic Concepts School.

Section 8. All non-elected officers shall be appointed by the Unit President. The Unit President may appointment a Parliamentarian with no vote.

Section 9. The immediate Past President will by, virtue of her office, serve as Past President on the Executive Committee with a vote. In the event the immediate Past President is unable to serve; the Unit President shall appoint a Past President to serve.

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, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy and Public Relations.

Section 2. A Nominating Committee composed of three (3) members shall be elected at a regular meeting three (3) months prior to the election of officers, for the purpose of presenting a slate of officers to be read at the next month's regular meeting and again on the night of the election for the ensuing 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 will make a report of the audit to the Unit.

Section 4. Standing committees shall be in accordance with National and Department Rules and Unit Guide. Their duties shall be prescribed in such rules.

Section 5. All committee chairmen will have their program expenses paid as budgeted.

Section 6. At the close of the membership year the committee chairmen will submit their records for the year end reporting to the President.

Section 7. The Executive Committee shall be limited to the emergency expenditure of \$200.00 for any one purpose without the vote and approval of the membership. In the case of such an emergency expenditure, the Executive Committee shall approve the expense by a telephone poll of every Executive Committee member and the results recorded. Only one phone poll will be conducted per month. The majority of two-thirds (2/3) of the Executive Committee will prevail. The reported results will be read by the Secretary at the next Executive Committee meeting and shall be incorporated into the minutes and members notified at the next regular meeting of the unit. A person in need is eligible to receive money once per year in an emergency. Only the Unit President, or in the case that the Unit President is not available, the Vice-Presidents may conduct a phone poll.

Section 8. A vacancy on the Executive Committee from any cause other than expiration of term shall be filled by the Executive Committee and presented to membership.

TRANSFERS

Section 1. Any member in good standing in the Unit shall be entitled to transfer to another Unit in conformity with National and Department of Florida rules.

Section 2. Any member in good standing wishing to transfer to this Unit shall present their current membership card. The Unit membership chairman will complete the certification of transfer. The member is then entitled to active membership in the Unit. No dues are to be transferred.

Section 3. No person who has been expelled or suspended by another Unit shall be admitted to membership into Leigh Acres Unit 323, Inc., without consent of the expelling Unit unless overturned by the Department of Florida Executive Committee. Approval for membership must be by two-thirds (2/3) majority vote of membership present at the meeting. The transferring member must also be in good standing and approved by Department.

In Memoriam

Upon the death of a Unit member, a Memorial Scholarship donation of Twenty dollars (\$20.00) shall be made to the Department of Florida in the name of the deceased. This is the responsibility of the Chaplain.

Amendments

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

**THESE STANDING RULES WERE READ AND VOTED ON AND APPROVED AT
REGULARLY SCHEDULED MEETING HELD ON NOVEMBER 7, 2022**

Teresa Bennett
Unit President

Kathleen Reed
Unit Secretary

Sherry R. Shupp
Unit Constitution & Bylaws Chairman

Department Constitution & Bylaws Chairman

Date Approved