

## **STANDING RULES**


(Approved by Membership on February 12, 2024)

1. The Code of Ethics shall guide the Unit as published in the National Auxiliary Standing Rules on pages 22-28.
2. The Code of Conduct shall guide every member of this Unit as published in the National Auxiliary Standing Rules on pages 22-28.
3. An Executive Committee meeting shall be held on the second (2<sup>nd</sup>) Monday of each month, unless otherwise specified, and shall be called to order at 6:00 p.m.
4. The regularly scheduled meeting of American Legion Auxiliary, Ralph W. Sparks Unit 336, Inc. shall be held on the second (2<sup>nd</sup>) Monday of each month, unless otherwise specified, and shall be called to order at 7:00 p.m.
5. Five (5) members of this Unit shall constitute a quorum at any regularly scheduled meeting of the Unit.
6. The annual Senior membership dues of the Unit (beginning in the fiscal year 2023-2024) shall be \$45.00 to include Department and National per capita. The annual Junior membership dues of the Unit will remain at \$7.00.
7. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Services, Education, Girls State, Leadership, Legislative, Past President's Parley, Poppy, and Public Relations.
8. There shall be a total of four (4) authorized signers for the distribution of funds from the Unit Treasury: President, Vice-President, Treasurer, Membership Chairperson, and any other selected officer. All checks MUST have two (2) signatures. A check written to any of the authorized signers must be signed by any of the other authorized signers.
9. All members responsible for Unit funds shall be bonded through the blanket Fidelity Bond and the Unit will pay the annual premium to Department Headquarters.
10. All incoming officers MUST have their dues paid prior to installation.
11. Per Department of Florida Guidelines, Poppy Distribution shall be held annually during the Memorial Day weekend, and a distribution on or near Veterans Day may be held upon approval by the Department of Florida.
12. A Nominating Committee, composed of three (3) members, appointed by the President for the purpose of presenting a slate of officers for the ensuing year at the regularly scheduled meeting in February. The committee must have the permission of each candidate for an office to be presented by the committee. The committee is to be formed no later than two (2) months prior to election.

13. The District School of Instruction, The Auxiliary Basic Concepts (ABC) School, and the Constitutional Conference lunches will be paid by the Unit for those members attending said school/conference.
14. Unit members are required to actively participate in Unit functions and attend Unit meetings on a regular basis before being eligible to be a delegate and receive monetary compensation for attending the Department Fall Conference and/or Department.
15. Delegates to Department Fall Conference (Friday, Saturday) and/or Department Convention (Thursday, Friday, Saturday) will receive the amount budgeted at the meeting prior to said Conference/Convention. Delegates are required to attend ALL training workshop sessions.
16. Delegates attending Conference/Convention shall receive the following amounts: \$100.00 for expenses; (one-half) payment of current room rate (Conference – 3 nights; Convention – 4 nights. (For the safe arrival of our members, the extra day's stay includes the day prior to the event)
17. Event purchases in the future shall have prior membership authorization in a reasonable amount and receipts shall be provided to the Treasurer to receive payment.
18. No Auxiliary member of Unit 336 is permitted to stay in the lounge/deck (social quarters) during an auxiliary meeting.
19. Depending on the date of installation, there may or may not be an auxiliary meeting.
20. During the February/March meeting, the President will remind all members that all information for reports must be submitted to her by a date specified.
21. An Audit Committee composed of two (2) members, with the Treasurer in attendance, shall be appointed by the President for the purpose of auditing the accounts at the close of each term, and make a report to the Unit.
22. A Budget Committee composed of two (2) members, plus the Unit Treasurer, appointed by the President, for the purpose of presenting a budget for the ensuing year. The Budget Committee shall meet to prepare the budget as soon as possible after the close of each term to be presented to the Unit for approval as soon thereafter installation as possible.
23. In the event of an emergency (i.e., Hurricane, Pandemic, etc.,) meetings and/or election of officers may take place electronically (i.e., telephone, email, text).
24. **Disaster Preparedness:** If an extreme weather condition is eminent, to safeguard the operational integrity of Unit 336, the current President, Secretary, or Treasurer shall retain a copy of all essential documents held (i.e., Charter, Unit checkbook, banking information, correspondence, minutes of Unit meetings,) In addition, the current Membership Chairman shall retrieve the membership card box from the post home and return it when it is safe to do so.

Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting, or if notice has been given by a majority vote.

THESE STANDING RULES WERE READ, VOTED ON, AND APPROVED AT OUR REGULAR MEETING ON February 12, 2024

  
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Unit President

  
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Unit Secretary

  
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Unit Constitution and Bylaws Chairperson