

STANDING RULES

FEB 12 2026

1. The regular scheduled meeting of American Legion Auxiliary Escambia Unit #340, Inc. shall be held on the 3rd Monday of each month, unless otherwise specified and shall be called to order at 6:30 p.m. An Executive Committee meeting shall be held the 1st Monday of the month unless otherwise specified and shall be called to order at 6:30 p.m. In cases where Escambia Unit 340 cannot meet in person, the unit shall conduct virtual meetings. The unit will utilize Zoom for the virtual meetings. The unit shall pay any cost incurred for using this platform. Each member who has provided their email address will get an invitation link to join the meeting. Members who have provided their cell phone number will receive a text with the link.
2. Six members of this Unit shall constitute a quorum at any regular meeting of this Unit.
3. The annual Senior membership dues of the Unit shall be \$45.00 to include Department and National per capita. Effective with the 2026 year. The annual dues of the Junior membership shall be \$6.25 to include the Department and National per capita.
4. In addition to the bylaws, we will support the following. AEF, Girls State, Community Service, Education, Junior Activities, Leadership, Legislative, Poppy and Public Relations.
5. Unit elected Officers, consisting of President, Treasurer and Membership Chairman are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures. No check will be written to a member who has signed same check.
6. 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.
7. Where deemed necessary, a recording secretary and a corresponding secretary may be appointed to carry on the duties normally performed by the Secretary.
8. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.
9. The incoming President will be presented with a gavel with their name and year engraved, which will be presented at the Installation of Officers.
10. The outgoing Unit President shall receive, as a gift from our Unit, a Past President's pin and a gift not to exceed a total of \$100, outgoing officers will receive a past officers' pin.
11. Any member joining must present proper I.D. and proof of eligibility. New potential members shall be presented at the General Membership meeting and the General Assembly will vote on their membership into the unit before the member receives a membership card. All transfers will be voted on. No eligible member will be denied membership based on hearsay.
12. The 1st Executive meeting after the election of new officers will be a special meeting to instruct newly elected officers as to their duties and the day to day running of the Unit activities and functions. Actions by the Executive Committee will be reported at next General Membership meeting.
13. The Installation of Officers will be held at the discretion of the newly elected Post Commander and Unit President following Department Convention. The Installation time and date shall be with the approval of the District Commander and the District President. The outgoing President shall plan the Installation with the coordination of the Post Commander, as their last function as Unit President. On the date of the installation, the Unit must pay \$30.00 to the District President for District Dues. Also, the installing Officer receives a \$25.00 gift from the Unit at Installation.

14. Delegates numbers are provided by Department. Delegates to Department Convention shall consist of the outgoing President, incoming President, and the additional number of delegates determined by State (based on current membership). Delegates and alternates shall be members in good standing and have been elected according to Article 5 Section 5 of Unit 340's Bylaws.
15. Funds for Department Convention are set as follows: Each delegate will be given \$500.00 for expenses. This is contingent upon your attendance to assigned meetings and general assembly particularly during voting. A check for no more than \$200.00 will be available for unit books and supplies. The unit will provide for up to 4 members to attend the fall conference workshop. Not to exceed \$500 per person and receipts must be provided for reimbursement.
16. Any Unit member removing Unit property from the premises shall sign a receipt for the property. Said signature shall be witnessed by an officer of the Unit. By signing a receipt for the property, the Unit member accepts responsibility for the property and is also responsible for the property to be returned in working condition.
17. All records of the Unit are to be maintained in the Unit office.
18. The Unit President may request a check in the amount of \$100 from the Unit Treasurer for a discretionary fund not to exceed \$300 per year.
19. All officers and Membership Chairperson are to have keys to the office, paid for with Auxiliary funds.
20. There will be (3) keys to the locked file cabinet and they are to go to those that are signers on the checking account.
21. The Chaplain shall order flowers for a hospitalized Unit member who has been hospitalized for a minimum of three (3) days. A member may receive flowers once a year and not to exceed \$50.00.
22. The Chaplain shall also send flowers to funerals of a deceased Unit member or their immediate family. A member's immediate family shall consist of their spouse, children, father, mother, brother, or sister only. The cost of the flowers for a funeral shall not exceed \$75.00 per family. The choice of the florist is the responsibility of the Chaplain. Receipts are required for all purchases. The Chaplain may also send sympathy and get-well cards to members as needed. If the member is having a celebration of life the expense of up to \$75 instead of flowers can be used per family for food.. Receipt is required of either.
23. The Unit is responsible for a wreath that includes Poppies for Veterans Day and Memorial Day and laid at Veterans Memorial Park for each day.
24. If a Unit member needs monetary assistance by the Unit, that member shall have been a member of Unit for a minimum of three years with current membership paid. It is the responsibility of the member to make the request and is limited to up to \$500 per year.
25. The unit will be responsible for providing initiation pins for its new members to be given out at the meeting in which they are voted in or it will be mailed with their new member packet.
The unit will also have on hand pins for its members in good standing that are eligible for pins in 5 years increments. Which will also be presented to members at the general membership meeting. If a member is not at the meeting it will be their responsibility to get with the membership person within the year of service of 5-year increments.
26. Nominations will be accepted by the Nomination Committee and from the floor for two months prior to elections being held.
27. All members have access to the Unit's office; however, an officer must be present to ensure that all records and materials remain in the Unit office.

28. The Membership chairman is authorized to take necessary files and paperwork home to ensure all records are up to date. When the Membership chairman is changed, all records and files will be given to them by the outgoing Membership chairman.
29. All cell phones should be turned off or set on silent during a meeting or incur a \$5.00 fee.
30. No smoking, electronic cigarettes, or alcohol will be allowed during the general membership or Executive Committee meeting.
31. 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 three (3) months prior to an election.
32. Criteria for an election volunteer responsible for membership verification, ballot distribution, monitoring of the ballot box, and counting the ballot box when polls close at 6:00 p.m. Will consist of the following: must be a member in good standing (current year's membership dues paid) and not running for office. Current membership chairman must supply a current roster of membership prior to the election.

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 general meeting on January 19, 2026..

Kathleen M. Arnes
Unit President

Mona F. Smith
Unit Secretary

Yvonne L. Loh
Unit Constitution and Bylaws Chairman

Department Constitution and Bylaws Chairman

Date Approved