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OCT 16 2023

American Legion Auxiliary Unit
Ernest M. Schultz III
4800 Palm Beach Blvd.
Ft. Myers, FL 33905

October 12, 2023

ALA Department of Florida
Attn: Constitution and By-Laws
1912A Lee Road
Orlando, FL 32810

To whom it may concern:

Change of Standing Rules only.

Attached please find the copy of Unit 351 revised Standing Rules which have been changed to reflect the new time for the regular and Executive Committee meetings. They were read and unanimously approved on September 14, 2023.

For God and Country,

Deborah Hayden
Unit 351 Constitution and By-Laws Chairman


STANDING RULES

- The regular scheduled meeting of American Legion Auxiliary Ernest M. Schultz, III Unit # 0351, Inc. shall be held on second Thursday of each month, unless otherwise specified and shall be called to order at 4:30 PM. An Executive Committee meeting shall be held the fourth Thursday of the month unless otherwise specified and shall be called to order at 4:30 PM. Four (4) members of this Unit shall constitute a quorum at any regular meeting of the Unit.
- The annual Senior membership dues of the Unit shall be \$35.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$ 5.00 to include the Department and National per capita.
- 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.
- Unit elected Officers, consisting of the President, Secretary, and Treasurer are authorized to sign checks for disbursement of funds from the Unit Treasury. All checks **MUST** have two of the three above signatures.
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.
- Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.
- A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.
- 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.
- All applications for membership, and transfers to this Unit, must be approved by a majority vote of the members present at a regular meeting.
- Officers shall assume their duties as soon as elected.

There will be a petty cash (discretionary fund) fund of \$100.00 kept on hand for unexpected minor expenses and available to President, First Vice President, and Treasurer. It will be reimbursed from the general fund upon presentation of receipt of the expenditure.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON SEPTEMBER 14, 2023.

X 
Shan Dunn Unit President

X 
Lynn Arnold Unit Secretary

X 
Deborah Hayden Unit Constitution and Bylaws Chairman