

## STANDING RULES

### UNIT MEETINGS

1. The regular scheduled meeting of American Legion Auxiliary Douglas A. Munro, Unit 356, Inc., shall be held on the first Saturday of each month, unless otherwise specified and shall be called to order at 10:00AM. An Executive Committee meeting shall be held the first Saturday of the month unless otherwise specified and shall be called to order at 9:30AM.
2. Five members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit. Five members (5) of this Unit shall constitute a quorum at any executive scheduled meeting of the Unit.
3. In cases where Bay County Unit 356 cannot meet in person, the unit shall conduct virtual meetings. The Executive Committee meeting shall be held at 9:30AM on the first Saturday of each month. General Membership shall meet at 10:00AM the first Saturday of each month. The unit will utilize Zoom for the virtual meetings. The unit shall pay any costs 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.

### DUES

4. The annual Senior membership dues of the Unit shall be \$35.00 to include Department and National per capita beginning in the fiscal year of 2024. The annual dues of the Junior membership shall be \$15.00 to include the Department and National per capita.

### COMMITTEES

5. 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.
6. 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.
7. 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.

7. There shall be the following standing committees: Veterans Affairs and Rehabilitation, Children and Youth, Americanism, National Security, Education, (and any other committee that the Unit deems necessary.)

#### DUTIES AND POWERS OF OFFICERS

8. At the beginning of the term, each officer shall receive a copy of the Bylaws and Standing Rules, and each new officer shall receive a current Unit Handbook.

9. Unit elected Officers, consisting of the President, Treasurer and first Vice President are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.

10. In Addition to the By Laws: The President will have a fund of \$300.00 to be spent as needed for the current year.

11. In Addition to the By Laws: The Sergeant at Arms may ask any member for their membership card if that member is not recognized at the opening of a general meeting.

12. In Addition to the By Laws: Only the Treasurer will send money to the Department when deemed necessary.

13. In Addition to the By Laws: Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected or appointed to carry on the duties normally performed by the Secretary.

14. In Addition to the By Laws: The Chaplain will drape and undrape the Charter. If the Chaplain is not in attendance then the Sergeant-at-Arms will perform the duty.

a) The Chaplain will have a fund of \$500.00. This fund will be used to provide flowers/plants for members in the hospital or death in the immediate family; i.e., mother, father, spouse, brother, sister or child. This fund may also be used to provide food and/or supplies in the event a member has a death in the immediate family. Further, The Chaplain is authorized to order flowers (up to \$50.00) for any Auxiliary member in good standing who is hospitalized for 24 hours or more. However, if the member is readmitted to a hospital within six (6) months or has an ongoing illness that affects them on occasions, a greeting card shall be sufficient for acknowledgement.

15. Resignation of officers shall be submitted in writing to the President and acted on at a Unit

general meeting.

16. A Past President's pin shall be ordered by the Unit Secretary and presented at the Unit installation, or the first general meeting of the new President. This cost is not to exceed \$35.00. The name of said President should also be added to the past Presidents' plaque.

#### NEW MEMBERS

17. All new potential members and transfers who applied and filled out the required information shall receive a letter from the membership chair stating that they have received their application for membership and to inform them of the date and time of our general membership meeting each month. One week before we are to vote on the new potential members and transfer members, the membership chair will call them to invite them to the meeting and will inform them that we will be voting on their membership at that time.

#### GENERAL INFORMATION

18. 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.

19. The annual membership dues of this Unit shall be \$35.00 for Seniors paid annually unless PUFL, and shall include the Department and National per capita. The annual membership for Juniors shall be \$15.00 paid annually until the age of 18 years.

20. During general membership, executive committee and all other meetings, there will be no smoking of tobacco products (including vaping) and no drinking alcoholic beverages.

21. During any meeting, only one member at a time will hold the floor during discussion. All other officers and/or members will be expected to show respect for the speaker and will remain quiet until the floor is open for discussion. Only then, when the member has been recognized by the President, will the member be allowed to have a chance to speak.

22. When holding the floor for discussion, be brief and to the point; and be careful not to stray from the topic.

23. Any officer not planning to attend a meeting should call any one of the officers to inform them of their absence. Do not leave a message at the post or with the bartender as these messages may not reach the proper Auxiliary members.

24. An Emergency Fund of \$300.00 will be set into the Budget to be used in case of an unforeseeable emergency. All officers shall be contacted concerning the emergency for their approval. A quorum of five (5) officers will be the deciding factor in the release of the monies for each emergency that shall arise.

25. The Budget shall be read at the Unit general meeting following installation of officers and voted on at the next regular Unit general meeting.

26. If we invite any members from the District or Department to visit our Unit, we should pay for their lodging up to \$75.00. If they visit on their own accord we will not be liable for any expenses.

27. All expenditures, budgeted or non-budgeted, must be accounted for by presentation of receipts to the Treasurer.

28. There will be a \$35.00 service charge on all returned checks presented to the Unit.

29. After the yearly budget has been approved, no further action by the General Membership is required to execute the budget as approved.

#### ELECTIONS

30. All officers and executive committee members shall be elected annually at a meeting duly called for that purpose. Elections shall be held no more than 90 days or not less than 15 days prior to Department Convention. 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.

31. A nominating committee composed of three members shall be elected for the purpose of presenting a slate of Unit officers for the ensuing year.

32. An auditing committee composed of three members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and present a report of the audit to the Unit.

#### CONFERENCES, CONVENTIONS AND DISTRICT 1 MEETING RULES AND REIMBURSEMENT

33. Delegates and alternates to a Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two weeks prior to the convention/conference. Alternates shall have priority in the order of their election. Up to four delegates and one alternate to Department Convention and or Conference shall be elected at a Unit meeting.

34. The Unit will reimburse the President and any elected delegates for: a) Four nights of lodging only (unless otherwise instructed by the Department) and pre-registration; b) Reimburse up to thirty dollars (\$30.00) per each full day for meals not including alcohol, tax and gratuities and with receipt provided; and C) Reimburse fifteen dollars (\$15.00) for the last day's meals; the day designated as the return day (check-out); not including alcohol, tax and gratuities and with receipt provided. D) Pay for one tank of gas per Delegate with receipt provided. E) District One meetings, the Unit will reimburse the

Designated driver up to \$30.00 for fuel with receipt provided.

35. The President and the attending delegates shall give a convention report at the first Unit meeting following convention.

36. It shall be the duty of each delegate to attend each full session at Convention, unless excused by the head of the Unit delegation to attend to other convention business. If not excused, the delegate shall forfeit monies allotted by the Unit for the time absent. In the order to receive this reimbursement, the delegate must submit receipts for the expenses to the Treasurer of the Unit.

37. Members receiving monies from Department to any functions shall not receive any monies from the Unit.

#### CODE OF CONDUCT AND COURSE OF ACTION

38. No member shall harass, degrade, threaten, or harm another Auxiliary member; disrupt any Auxiliary meeting vocally or physically at any time; or conduct themselves in an unruly or argumentative manner towards any other Legion member or staff, by which that action itself brings disgrace to the Unit as a whole. If any member does not adhere to this Code of Conduct, these procedures shall be followed:

a) The charges against the erring member, made by any Unit member, must be presented to the five Executive Committee Members.

b) Within seven days, these five Executive Committee Members will determine whether there is a cause for action. They then will meet with the charged member to explain charge(s). In the event the charged member refuses to meet with the Executive Committee Members, the Executive Committee Members shall present the charge(s) to that member by registered letter, return receipt requested. The charged member has seven days from the date of receipt to reply. If no reply is received within ten days of the being sent, the Committee will proceed as though the charged member had received the letter.

c) The Executive Committee Members will determine whether the charge(s) warrant presentation to the Executive Board for further consideration and appropriate action.

d) If the charge(s) is/are presented to the Executive Board, the Executive Board will take the appropriate action after carefully following the rules outlined in Chapter X of the Unit Handbook, which could include the following:

- Declaring the member "Not In Good Standing", with notification of same; sending the charge(s) to Department of Florida, 1<sup>st</sup> District; and