



**American Legion Auxiliary Port St John Unit 359, Inc.
7260 S. US Hwy 1, Box 7, Titusville, FL 32780**

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Port St John Unit #359 , Inc. shall be held on the first Wednesday of each month, unless otherwise specified and shall be called to order at 6:00PM. An Executive Committee meeting shall be held as needed.
2. Nine members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$40.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$6.00 to include the Department and National per capita.
4. 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.
5. Unit elected Officers, consisting of President, 1st Vice President, 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.
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. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the Presidents, for the purpose of presenting a budget for the ensuing year.
8. 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.
9. An Audit Committee consisting of three (3) members shall be appointed by the President for the purpose of auditing the books of the Treasurer. The Treasurer should be present during the audit to answer questions only. No one on the Audit Committee should have authorization to sign checks.

10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.
11. When Auxiliary members dies, the unit can provide fifty (\$50) dollars in food or make a donation to a charity of family's choosing. Chaplain is responsible.
12. There is no preferred Unit attire for Committee meetings, unless there is an occasion (guest) or a ceremony, the full uniform must be worn or white shirt and black slacks, black skirts, or black shorts.
13. Drinking alcoholic beverages and smoking is prohibited in Unit meetings.
14. Unit President shall have a one hundred (\$100) dollar discretionary fund.
15. In an emergency, the Executive Committee can spend up to one (\$100) dollars without approval of general membership.

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 UNIT MEETING ON 2/01/23

Valonir Helmer
 Unit President

Leresa Dattell
 Unit Secretary

Valonir Helmer
 Unit Constitution and Bylaws Chairman