

STANDING RULES

ELECTIONS

1. An annual meeting of this Unit shall be held each year, no more than ninety (90) days nor less than fifteen (15) days prior to the Department Convention for the purpose of electing officers for the following year.
2. In order to run for an officer position, the person being nominated must have attended at least 50% of the meetings during the Auxiliary year and be a member in good standing.
3. In order to vote, members must have their current paid up membership card and show the same card to the Sergeant at Arms prior to signing in to attend the meeting.
4. Nominations will be submitted by voice at the General Membership meetings held in March and April and will be submitted on paper via the nomination book forms until the election in May, if this coincides with the Department Convention dates.
5. Once elections are completed, the newly elected officers do not officially take office until after installation. Until installation the new officers will work with outgoing officers in their positions for an easier transition.
6. The Membership Chairman will be appointed according to the rules prescribed by the Department of Florida.

DUES

1. 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 \$5.00 to include the Department and National per capita. As National and Department dues increase then the Unit dues will increase accordingly. Membership dues may also be paid for life. See membership chairman for information.
2. A member failing to pay annual dues including Unit, Department and National assessments by January 31st shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues after suspension shall reinstate such member to active membership. Any member delinquent to December 31st of the year of delinquency shall be automatically dropped from the rolls and may be reinstated only by paying all back dues or by reestablishing eligibility and making application as a new member.

UNIT MEETINGS

1. The regular scheduled meeting of American Legion Auxiliary Unit 382, Inc, shall be held on the third (3rd) Wednesday of each month, unless otherwise specified and shall be called to order at 7:00 PM. An Executive Committee meeting shall be held the second (2nd) Tuesday of each month unless otherwise specified and shall be called to order at 6:00 PM. When gatherings for meetings are not possible, virtual meetings such as Zoom may be used to conduct business.
2. In the event the regular meeting falls on the eve of or on a holiday, the regular meeting shall be changed at the call of the President. In the event the Executive Committee meeting falls on the eve of or on a holiday, the meeting shall be changed at the call of the President. Membership will be notified at the meeting prior to the holiday or be notified via social media.
3. Ten (10) members of this Unit (which can include officers) shall constitute a quorum at any regular scheduled meeting of the Unit.
4. In unusual circumstances such as pandemic, hurricanes, etc. It is acceptable to have Unit business conducted virtually or electronically.
5. Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written request of the members of the Unit. Members will be notified by the Unit.
6. Annual reports from committee chairmen must be compiled and sent to the District Chairman according to dates on the reports. This must be done at least five (5) to ten (10) days prior to due date of the annual committee reports forms. Chairmen will be notified by the unit President at the regular meeting in March.

COMMITTEES

1. A nominating Committee, composed of three (3) members, shall be elected by the members for the purpose of presenting a slate of offices 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.
2. The Unit President for the purpose of auditing the Treasurer's accounts shall appoint an Auditing Committee composed of four (4) members consisting of 3 members and 1 Executive Committee member. This shall be done quarterly and prior to the installation of new officers, or if deemed necessary be a member. A report is to be given at the next regular meeting following each audit.
3. A Budget Committee composed of three (3) members at large, 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. This must be completed withing thirty (30) days of installation.

4. The Unit President shall appoint a committee of three (3) members consisting of 2 members and 1 Executive Committee member for the selection if the Volunteer of the Year Award. The Unit President will be the only one who will know the names of those appointed to this committee. Each committee person shall report her/his selection in confidence directly to the Unit President.

5. In addition to the Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Junior Activities, Leadership Legislative, Past Presidents Parley, Poppy, Public Relations, National Security, Veterans Affairs and Relations, and Americanism.

DUTIES AND POWERS OF OFFICE

1. When deemed necessary, a Recording and Corresponding Secretary may be appointed to carry on the duties normally performed by the Unit Secretary.

2. The office of the Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

3. It shall be the duty of the Treasurer to receive all monies belonging to the Unit and account for them. The Treasurer shall pay the bonding fee as determined by the Department Office. The Treasurer will maintain a General Fund with a specific line item for Poppies. All Poppy donations will be collected and shown on the Poppy line item in the General Fund. All donations from Poppy sales are used to assist the Veteran and his/her family. The Treasurer shall keep an account of the receipts and expenditures, making an annual report thereon and such other reports and may be deemed necessary by the Unit Executive Committee. The accounts shall be audited quarterly. All current bills shall be paid before transferring all funds, books, vouchers and papers belonging to the Unit to the successor.

UNIT CHAPLAIN

1. Greeting cards will be sent to all members who are sick, who have a death in their families and give a report at the monthly General Membership meeting.

2. Chaplain or another Unit Officer shall oversee Draping the Unit Charter upon notification of the death of a member. The Charter shall remain draped during the period of mourning as described in the Unit Manual of Ceremonies. (30 days)

3. In the absence of the Unit Chaplain, the Unit President shall appoint an Acting Chaplain as needed.

EXPENDITURES

1. Unit elected Officers consisting of 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.
2. All Department obligations shall be paid when due. Any bills not previously approved in the yearly budget will be approved at the regular General Membership meeting before checks are issued, All monthly bills will be paid by the Unit Treasurer when they are due.
3. The President may, at their discretion, spend funds not to exceed \$500.00 for any expenses, veteran's or community service projects/needs between meetings.
4. Unit Treasurer and Secretary are authorized to purchase necessary office supplies, not to exceed \$200.00 per purchase for Unit business. To receive reimbursement all receipts must be submitted to the Treasurer.
5. The Unit checkbook shall be kept in the Unit office Safe.

CONVENTIONS-CONFERENCES, ETC

1. If funds are available, the Unit will pay for two of the following: the President and Vice President (or the next officer in succession) to attend the Department Workshop and/or mid-winter Conference. Should none of the officers be able to attend, the membership shall elect another representative to attend the Workshop/Conference. This would include four (4) days lodging, not to exceed Workshop/Conference rates and report gas for transportation. Attendees will furnish the Unit with written expense report with copies of receipts and a report on the function they attended. These items will be due by the first General Membership meeting following the Workshop/Conference. If they are not furnished to the Unit, all monies received by the attendee(s) must be returned to the Unit. Attendees will report on what occurred at the event at the next General membership meeting and share what was learned.
2. If funds are available, the Unit will pay for the number of elected delegates specified by Department to attend the Annual Department Convention. The Unit would pay for only one room for four (4) days lodging, not to exceed the convention rates and gas for transportation. Attendees will furnish the Unit with a written expense report with copies of receipts and a report on the function. These items will be due by the first general membership meeting following the convention. If they are not furnished to the Unit, all monies received by the attendees must be returned to the Unit. Attendees will report on what occurred at the event at the next General Membership meeting and share what was learned.
3. The Unit shall pay the registration fees for those Delegates attending Department Convention.

4. All Delegates attending District Constitutional Conference shall be elected prior to the Conference.

MEMBERSHIP APPLIATIONS

Any widow/widower applying for membership must provide the following:

1. DD-214 ,discharge papers (not issued until after the Korean War) .
2. Official military orders
3. Official military service citations/awards
4. Letters related to the veteran's military service; must be on official government letterhead.
5. Certificate from the VA records center in St. Louis
6. Data from the back of older discharges

A copy of the DD-214 must be kept on file with personal information marked out by the applicant and signed by the applicant and the member that received the documents.

1. All membership transfers must be vetted with their previous unit and must be a member in good standing. Transfers must be voted into membership at general membership meeting.

MISCELLANEOUS

1. The In-Coming President shall decide on the type of dress to be worn for the Installation of Unit Officers.

2. Historian shall be responsible for taking pictures of all Unit Function. Historian must have a written report of all Unit activities and must post all pictures of all events on the Unit Facebook page. The Unit Historian shall be responsible for keeping a photo album reflecting the activities for the year.

3. Auxiliary members attending General Membership meeting must sign in. Attendance records will be kept by the Unit Secretary.

4. Unit members attending regular or specially called meetings will dress appropriately. Disruptive behavior will not be tolerated by any attendee, and they may be escorted out of the meeting by the Sergeant at Arms.

5. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.