

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary C.W. Hilliard, Unit 401, Inc. shall be held on the 1st Tuesday of each month, unless otherwise specified and shall be called to order at 6:30 pm. An Executive Committee meeting shall be held quarterly, at 6pm prior to the regular scheduled meeting. (Possibly change date of meeting)
2. If an Executive Member is a no call/no show for 3 consecutive meetings and there is no communication to an officer by phone or on Facebook Messenger, that member will no longer hold their position on the Executive Committee,
3. Three (3) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
4. The annual Senior membership dues of the Unit shall be \$2.00 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. Members over 65 will pay \$27.00 to include Department and National per capita. If dues are paid online, member over 65 will forfeit the savings. This increase shall take effect for the fiscal year beginning July 1, 2022.
5. Unit elected Officers, consisting of President, 1st Vice President, Treasurer, Secretary, and Membership Chairman, or other elected officer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks must have two signatures of the above five signatures. The checkbook is stored in a locked file cabinet in the Auxiliary room at all times with the President and Treasurer having keys.
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 elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year. (Specify whether appointed or elected.)
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. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

10. An Auditing Committee consisting of three (3) members shall be appointed by the Unit President for the purpose of auditing the books of the Treasurer at the close of each term, making a report of the audit to the Unit. The Treasurer should be present during the audit to answer questions only. No one on the Audit Committee should have authorization to sign checks.
11. The Unit President has general membership approval to spend up to \$50.00 at any time as needed for Auxiliary purposes. Receipts must be turned in to the Treasurer.
12. Election may be by voice 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. Elections shall be no more than 90 days nor less than 15 days prior to the Department Convention. Ballots are to be destroyed immediately after the election.
- a. The newly elected ALA Officers will assume office July 1st. During the transition, they will have time to shadow their incoming office position. Annual dues must be paid by the newly elected officers within 7 days of the election.
- b. National Pandemic or Disaster Elections may be held in the parking lot of the American Legion Auxiliary, C.W. Hilliard, FL 401 Inc. Guidelines: The member shall check in at the appropriate site providing a valid membership card then proceed to the Election Chairman. All candidates' names shall be put on ballots providing a blank line for write ins. As members receive ballots, the Election Chairman shall explain the ballot instructions. In this case, an election chairman shall be appointed by the Unit. That appointed chairman shall not have their name on the ballot.
13. Auxiliary members that do not attend the monthly meeting but are in the post/canteen during the meeting time may not be served drinks of any kind until the meeting is adjourned. No alcoholic beverages are allowed in the Auxiliary room while the meeting is in progress.
14. Cards may be sent to hospitalized members and families of deceased members. The Chaplain will be allotted funds for the purchase of cards and postage.
15. There will be no reimbursement to any member for attending any District, Department or National Meetings unless voted on and approved during a regular Unit meeting.
16. The Unit shall have the following Core Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Past President's Parley Poppy and Public Relations and such other missions and member/organizational support committees as provided in the standing rules.
17. Guests will be allowed at regular meetings but will not be able to speak or address the Chair unless notification is given prior to the meeting.

18. At the beginning of each meeting, the President will advise that the meeting may be recorded for the purposes of taking the minutes. Recordings will be destroyed after the minutes have been transcribed by the Secretary.

19. Reimbursement for Auxiliary meals will be a maximum of \$30.00 as previously determined at a meeting per meal with receipt as long as profit is made. Once reimbursement is made, remaining food becomes Auxiliary property. This excludes special events.

20. The Unit's fiscal year will run from July 1st to June 30th of the following year.

21. 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 majority vote.

22. All new membership requests shall be voted on at a regular meeting, not online, at a scheduled meeting. All transfer members shall be subject to acceptance by majority vote of the general membership meeting attendees. If his/her membership has been revoked by Unit 401 or any other unit for disciplinary actions, he/she may not under any circumstances return transfer to Unit 401. If a resignation letter of any member of the Executive Committee is submitted to the Unit, it should be read aloud at a general meeting.

23. Dress code for District meetings shall be business casual attire. If you have an Auxiliary shirt, that is appropriate. No tank tops, shorts, or flip flops please.

24. Keeping track of our volunteer hours allows funding for the American Legion. Hours are submitted to Chairman at Unit level, then forwarded to District, Department and finally to the Assembly in Washington, D.C. Please remember to log your hours.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON April 5, 2022.

Unit President Tammy Baker



Unit Secretary Sierra Black



Unit Constitution and Bylaws Chairman Karen Marks

