

FEB 21, 2025

Standing Rules

1. The regular scheduled meeting of the American Legion Auxiliary Emerald Coast Unit 402, Inc. shall be held on the first Wednesday of each month, unless otherwise specified and shall be called to order at 6pm. An Executive Committee meeting shall be held before the regular scheduled meeting unless otherwise specified and shall be called to order at 5:15pm. The Unit will handle meetings, nominations/elections during emergency situations via email.
2. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. Unit elected Officers, consisting of the President, Treasurer and First Vice are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.
4. The Unit will have three debit cards which will remain with the President, Treasurer and Membership Chairman for membership dues, online purchases or payments or purchasing any food or items for fundraisers which have been voted on in meetings or as stated in the budget. All purchases must have a receipt, expense and read aloud at the monthly meeting.
5. 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
6. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.
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.
8. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."
9. At the beginning of the President's term, each officer shall receive a copy of the Bylaws and Standing Rules.
10. The Chaplain shall send an appropriate card to each reported sick member and shall notify the District Chaplain of ill or deceased members. The names of the deceased members shall be reported to the Unit Membership Chair, who will submit a Membership Data Form to Department
 - a. Upon death of a member, the Unit shall send a monetary donation of \$15 to the Loving Tribute Fund or a charity of the family's choice. Upon the death of a member's immediate family, the Unit shall send a monetary donation of \$10 to the Loving Tribute Fund or a charity of the family's choice.
11. Resignation of officers shall be submitted in writing to the President and acted on at a Unit general meeting.

12. No members of the Unit, regardless of official position within the Unit, shall obligate the Unit, in any manner, without first clearing said obligation with the Unit President and Executive Board or a vote at a Unit general meeting.
13. No collections of any kind or sponsoring of products for other organizations or for personal gain at a Unit meeting or function are allowed.
14. 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. The name of said President should also be added to the past Presidents' plaque.
15. Membership
 - a. Membership Chairman shall be appointed. Should no qualified appointee be found then the duties shall fall on the First Vice President. All monies and checks pertaining to membership shall be turned over to the Membership Chairman who shall record and deposit or turn over to the treasurer for depositing.
 - b. The annual membership dues of this Unit shall be \$45 for Seniors paid annually unless PUFL and shall include the Department and National per capita. The annual membership for Juniors shall be \$10 paid annually until the age of 18 years.
 - c. A member failing to pay annual dues, including the Unit, State and National assessments, by January 31, 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 31 of the year of delinquency shall automatically be dropped from the rolls and may be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member.
 - d. Transfer of membership from one Unit to another in the Department of Florida shall be upon application of the member to, and acceptance by, the other Unit, in conformity with National and Department Constitutions and Bylaws.
 - e. Any member requesting to have their membership card reissued will be required to pay a \$10 processing fee.
 - f. Unit 402 will use its Facebook page as one method to communicate important information to the general membership.
16. Nominations and Elections
 - a. Elections shall be held no more than ninety (90) days nor less than fifteen (15) days prior to Department Convention
 - b. Any member to be eligible for office must be in good standing, which means, the member's current dues must be paid.

- c. 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.
- d. A nomination will be effective upon the Nominee being present at the time of the nomination or by the Nominee for office having previously filed a written acceptance of such nomination.
- e. All officers and executive committee members shall be elected annually at a meeting duly called for that purpose.
- f. 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. Elections shall be held no more than 90 days nor less than 15 days prior to Department Convention.
- g. A majority of all votes cast shall elect a nominee, except that in the election of the Executive Committeemen, a plurality shall elect.
- h. Immediately following the election of the Unit Officers in May, the Unit Delegates and Alternates to Department Convention shall be elected.
- i. Installation of Officers shall be held jointly with the Post, if possible.
- j. The retiring President shall be presented with a Past President's pin, ring or gift of equal value to be presented at the Installation of the new Officers.

17. Committees

- a. 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 making a report of the audit to the Unit.
- b. A Nominating Committee composed of (3) three members of the Unit shall be elected at the meeting in March and shall present a slate of officers at the regular April meeting. The Nominating Committee shall be automatically discharged when its report is formally presented to the assembly. The Unit President shall then ask for any additional nominations from the floor at this meeting and the May meeting. Elections will take place not more than ninety (90) days nor less than fifteen (15) days prior to the Department Convention. A nominating committee composed of three members shall be elected for the purpose of presenting a slate of Unit officers for the ensuing year.
- c. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund, Community Service, Education, Girls State, Junior Activities, Public Relation, Leadership, Past Presidents Parley and Poppy

18. All Unit Officers and Chairmen will file all reports as requested by District and Department, on or before the dates specified, and will submit a copy of all reports for the Unit files by August 1.
19. The President of the Unit, or the Executive Committee acting as one, are the only officers who can demand a performance from a Chair. The President has the right to ask for the resignation of a non-performing Chair.
20. Department Convention & Fall Conference
 - a. The President or assigned delegate shall give a convention report at the first Unit meeting following convention.
 - b. 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 her Unit for the time absent. Delegates who are attending Convention will receive no more than \$100 per day in the event they attend at least three full sessions on the Convention floor. In order to receive this reimbursement, the delegate must submit receipts for her expenses to the Treasurer of the Unit.
 - c. Delegates who are spouses/companions of a Post 402 Legionnaire, who is being reimbursed by the Legion for Convention expenses, will receive no more than \$50 per day in the event they attend at least two days on the Convention floor. In order to receive this reimbursement, the delegate must submit receipts for her expenses to the Treasurer of the Unit.
 - d. Delegates and alternates to a Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two (2) weeks prior to the convention. Alternates shall have priority in the order of their election.
 - e. Participation in at least 50% of the unit meetings during the year is needed in order for a member to be elected as a Delegate or Alternate.
 - f. Automatic Delegates for the Department Convention shall be in-coming and out-going Presidents and in-coming Secretary. If any of the above mentioned are unable to go, a Delegate shall be elected in their place.
 - g. The out-going President shall be the Chairman of the Delegation. Should she be unable to attend, the in-coming President shall be the Chairman.
 - h. Each automatic and elected Delegate shall receive their own check in the amount allotted in the budget and are responsible for their reservations.
 - i. Members receiving monies from Department to any functions shall not receive any monies from the Unit.
21. Budget

- a. The budget shall be read at the Unit general meeting following installation of officers and voted on at the next regular Unit general meeting
- 22.
- a. A Committee Chairman has discretionary authority to spend up to \$50 per year for her program.
 - b. The District President shall be presented with a monetary gift of \$30 at her official visit.
 - c. All expenditures, budgeted or non-budgeted, must be accounted for by presentation of receipts to the Treasurer.
 - d. The Liability and the Directors and Officers insurance shall be paid annually by July 1 by the Treasurer. This is a budgeted item.
 - e. The Treasurer shall pay the yearly Fidelity Bond after July 1 but no later than the July meeting to the Department of Florida. This is a budgeted item.
 - f. The Donation Committee, appointed by the President shall be required to review all donation requests in excess of \$500 before that donation request may come to the Executive Board and the General Membership for a vote. This does not include budgeted donations.
 - g. The Treasurer, President, and Vice President are authorized to sign unit checks.
 - h. There will be a \$35 service charge on all returned checks presented to the Unit.
 - i. After the yearly budget has been approved, no further action by the General Membership is required to execute the budget as approved.
23. Code of Conduct and Course of Action: No member shall harass, degrade, threaten, or harm another Auxiliary member; disrupt any Auxiliary meeting vocally or physically at any time; or conduct herself 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 the charge(s). In the event the charged member refuses to meet with the Executive Committee, the Executive Committee 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 letter being sent, the Committee will proceed as though the charged member had received the letter.

- c. The Executive Committee, will determine whether the charge(s) warrant presentation to the Executive Board for further consideration and appropriate action.
 - d. If the charges(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:
 - 1) Declaring the member "Not in Good Standing," with notification of same; sending the charge(s) to Department of Florida; 1st district; and retaining a copy at Unit; or
 - 2) Executive Board will contact Department of Florida and institute procedure for expulsion of the charged member.
24. No member of Unit 402 shall be allowed to sit in the canteen while a regular unit meeting is being conducted.
25. No member shall use the kitchen facilities or any part of the hall to sponsor, cater, or in any other manner conduct any personal profit-making event unless properly rented through the Post Commander or Post Manager.
26. Any Unit member working as an employee of the Post in a regular full-time position (over 24 hours weekly) or any office position (any number of hours weekly) is prohibited from holding office in the Unit.
27. Standing Rules and the Constitution and Bylaws shall be reviewed and revised in July of each year by a committee appointed by the President.
- a. Standing Rules and the Constitution & Bylaws and proposed changes to each are to be submitted to the General Membership in writing and read at the August Unit general meeting, with a second reading and vote at the September Unit general meeting.
 - b. Standing Rules for Unit 402 can be changed as needed by two-thirds vote of the members in attendance at any meeting where a change is suggested.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON FEBRUARY 5TH, 2025

x Heather Atkins
Unit President

May Tarrant
Unit Secretary

x Linda Bowers
Unit Constitution and Bylaws Chairman