

## **STANDING RULES**

1. The Office of the Secretary may be combined with that of Treasurer and called "Secretary-Treasurer", if one of the two positions cannot be filled.
2. The annual membership dues of this Unit shall be \$40.00 for Seniors paid annually and shall include the Department and National per capita. The annual membership for Juniors shall be \$5.00 paid annually until the age of 18 years.
3. 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 the 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
4. The regular meetings of the Jacksonville Memorial Auxiliary Unit 88 shall be held on the 3<sup>rd</sup> Thursday of each month, unless otherwise specified, and shall be called to order at 7:00 pm.
5. Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written or electronic request of members of the Unit.
6. Unit elected Officers, (consisting of the President, Treasurer, and 1<sup>st</sup> Vice) are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.
7. 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.
8. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the President, for the purpose of presenting a budget for the ensuing year.
9. 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.
10. Each year, 1<sup>st</sup> nominations for officers for the upcoming year will be held at the March meeting, 2<sup>nd</sup> nominations at the April meeting, and 3<sup>rd</sup> nominations and elections of officers at the May meeting. Elections shall be held no more than 90 days nor less than 15 days prior to

the Department Convention. A Nominating Committee consisting of 3 people may be appointed by March 1.

11. 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.
12. The amount of delegates and alternates to the Department Convention will be determined by the most allowed by the Department Convention and shall be elected at a Unit meeting not less than two weeks prior to the convention. Each delegate will be reimbursed the cost of one night's stay at the Convention based on convention rates.
13. 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.
14. 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 the National and Department Constitution and Bylaws.
15. The Unit shall mail cards, visit the sick, and purchase flowers or a dish garden for a hospitalized member not to exceed \$60.00. In case of death of a member or a member's family (i.e.: parent, husband or child) the Unit will consult with the next of kin concerning a charitable donation in memory of the deceased or flowers not to exceed \$75.00 plus delivery charge. All invoices are to be made out to Jacksonville Memorial Unit 88 and given to the Treasurer.
16. The current Past President shall be a member of the Executive Committee for the succeeding year until the office changes.
17. No smoking will be allowed at Unit meetings. Cell phones will be turned off/muted. Violators will be fined \$5.00 to be donated to the Auxiliary Emergency Fund.
18. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR  
REGULAR UNIT MEETING ON JANUARY 19,2023

X *Shirley Lane*  
Unit President

*Julie Gibson*  
Unit Secretary

X *Sandra J. Kess*  
Unit Constitution and Bylaws Chairman