

STANDING RULES
LADIES AUXILIARY OF
THE FLORIDA SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION

Section 1: AMENDMENTS:

- A. General Authority - The Board of Directors maintains the authority to adopt or amend the Standing Rules by a majority vote, provided the amendments do not pertain to restricted sections and related subject matter.
 - 1) Restricted Sections: Section 1: Amendments, Section 2: Finance, and Section 3: Auxiliary Authority require a dual-approval process:
 - a. Initial approval by a majority vote of the Board.
 - b. Final approval by a majority vote of members present at a meeting where a quorum is established.
- B. Notification Requirement for amendments to restricted sections - a formal Notice of Intent must be distributed to the Membership at least thirty (30) days prior to the scheduled vote.
- C. Technical Matters of Form - Standing Rules may be amended to reflect adjustments in technical matters of form when no change of substance or intent is proposed. These changes shall be approved by the Board. The revised form shall be distributed to the Membership and all relevant postings upon adoption.

Section 2: FINANCE

- A. Member Dues:
 - 1) Annual dues shall be \$10.00.
 - 2) A committee, composed of the President, Vice President, and Treasurer, shall be empowered to determine if the dues of a member incapacitated or financially unable to pay her dues should be paid by the Auxiliary. The finding of this committee need not be divulged to the membership.
- B. Budget and Finance Committee (BFC):
 - 1) The BFC shall consist of three (3) Active Members: the Treasurer and two (2) additional Active Members. In accordance with the Bylaws, the Treasurer shall serve as Chair. No committee member shall serve for more than three (3) consecutive years. To maintain operational stability, committee appointments should be staggered to prevent simultaneous turnover of a majority of seats.
 - 2) The Committee shall exercise management supervision over Auxiliary finances and recommend fiscal and cash management policies as appropriate.
- C. Financial Review:
 - 1) The Board of Directors may appoint an auditor or Financial Review Committee (FRC) to review the financial books of the Auxiliary, at any time necessary.
 - 2) The FRC shall consist of at least two (2) Active Members of the Auxiliary, and shall exclude all bank account signers and members of the Budget and Finance Committee. This committee shall conduct, or cause to be conducted, an annual independent internal review of the financial books and records of the Auxiliary for the preceding fiscal year. The findings of the Financial Review Committee shall be reported to the Membership at or before the Annual Meeting.
- D. Banking:
 - 1) Authorized Bank Signatories – The Auxiliary shall maintain three authorized signers on all financial accounts: the Treasurer, President, and Vice President.
 - 2) No authorized signer shall execute or approve any payment to herself or to an affiliated interest, including but not limited to a spouse or business.
 - 3) Cash Reserve Requirements – The Auxiliary shall maintain a minimum cash reserve equal to two (2) times the annual budgeted expenses. Funds exceeding this minimum requirement may be invested in Certificates of Deposit (CDs) upon BFC recommendation and Board approval.
- E. Expenditures:
 - 1) All expenditures shall be consistent with and in direct support of the Objects of the Auxiliary as outlined in the Auxiliary Bylaws, Article II. Objects.
 - 2) All expenses shall be supported by invoices and/or itemized bills when presented to the Treasurer for payment.

- 3) All expenses require preapproval by approved Budget item or the following for unbudgeted items:
 - a. Amounts between \$100 and \$1,000 must be approved by the BFC and Board.
 - b. Amounts exceeding \$1,000 must have the BFC, Board and Membership approval.
 - 4) FLSSAR Education Outreach Recognition Awards – Individual financial awards by category and place shall be approved by the Board of Directors within the approved budget amount. A list of the individual recipients and award amounts will be submitted to the Treasurer for payment.
- F. Financial Reporting and Compliance:
- 1) Accounting Method: The Auxiliary shall maintain all financial records using the cash basis of accounting.
 - 2) Financial Reporting: The Treasurer shall prepare and distribute comprehensive financial reports to both the Board and the General Membership. Required reports including but not limited to, the Annual Budget, Profit and Loss Statements (Income Statements), and Cash Flow Analysis.
 - 3) Regulatory Filings: Following the close of the fiscal year, the Treasurer shall ensure organizational standing by filing the IRS Form 990-N (e-Postcard) and the Florida Department of State (Sunbiz) Annual Report in compliance with required deadlines.
 - 4) Investment Oversight: The Treasurer shall monitor the maturity dates of any Certificates of Deposit (CDs). Upon maturity, the Treasurer will present reinvestment or rollover options to the BFC for recommended Board action.
- G. Fundraising:
- 1) Chapter and Individual donors shall be recognized, and upon request, donors will be provided with tax-exemption documentation in accordance with IRS guidelines (currently \$250 or more in cash value).

Section 3: AUXILIARY AUTHORITY

- A. No member or officer shall have the authority to represent the Auxiliary in any matter unless specifically authorized in advance by the Board.
- B. No member or officer may obligate the Auxiliary (financially, contractually or in name) in any partnerships, sponsorships, or fundraising without advance approval of the Board and Membership.

Section 4: MEMBERSHIP

- A. Members shall notify the Registrar of any change in name, address, telephone number or email address.
- B. The Auxiliary Insignia pin may be worn by Active Members. The National and State pins may be purchased from the Registrar.

Section 5: BOARD, COMMITTEES AND COORDINATORS

- A. All Officers, members of the Board, Committee Chairs and Coordinators shall submit written Activity Reports to the Secretary for inclusion in the Annual Meeting record.
- B. All Officers, Committee Chairs and Coordinators are encouraged to develop and maintain additional written guidance for their respective positions that will assist in effective leadership transition.
- C. All Committees, except the Nominating Committee, shall be responsible for recording and maintaining meeting minutes.

Section 6: MISCELLANEOUS

- A. The Auxiliary will not be responsible for the Hospitality Room during BOM meetings, but may assist the FLSSAR host Chapter and/or Region, as individuals, if a request is made. Additionally, individual Auxiliary Members may assist with other FLSSAR functions (e.g. registration, photos) but shall not be responsible to carry out such duties unless a special request and agreement is made.
- B. No alteration to the Insignia, including aspect ratio, general colors, or additional elements shall be made without prior authorization of the Board.

*Revised and Amended: 04 October 2014
Debbie McMurry, President*

*Revised and Amended: 14 October 2016
Naomi Wess, President*

*Revised and Amended: 19 May 2018
Ellie Folk, President*

*Revised and Amended: 12 June 2020
Anne McGuire, President*

*Revised and Amended: 06 December 2024
Debi Allen, President*

*Revised and Amended: 15 May 2026
Becky Washler, President*