

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary LAKELAND__Unit # 4 , Inc. shall be held on 1st TUESDAY _____ of each month, unless otherwise specified and shall be called to order at 7:00 PM___. An Executive Committee meeting shall be held the 1st TUESDAY _____ of the month unless otherwise specified and shall be called to order at 6:30 PM .
2. FIVE (5) _____ members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
- 3. 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 \$6.00 to include the Department and National per capita.**
4. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting of PRESIDENT, TREASUER, VICE PRESIDENT) are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.
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. 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.
10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

Section 11. It is recommended that by virtue of their office, the incoming President, incoming Vice President, incoming Secretary and incoming Treasurer be elect delegate to the District Constitutional Conference and Department Convention. Registration fee for any member of this Unit desiring to attended an conference or convention shall be aid by the Unit. All delegates shall be given \$25.00 per diem per day recipient of per diem must attend Convention meetings.

Section 12. The Unit President shat be chairman of the Delegation to either district Constitution Conference or Department Conference of Convention in question, and shall take care of registration of the delegates required. The Unit President shall also assign per pre-convention meetings to be attended by all delegates attending convention in which registration fees are paid by Unit.

Section 13. At the first February Meeting, the member shall present the slate for nominations for officers at the regular unit meeting in March. At the regular Unit meeting in April, this committee will give their final report. All Officers and Executive Committee members shall be elected at a meeting duly called for the purpose not more than ninety (90) days prior, nor less than fifteen (15) days prior to the Department Convention.

Section 14. All officer of the unit shall be installed at a time coinciding with the installation of the American Legion Post 4. The Unit President Elect shall make arrangements for incoming officer installation.

Section 15. The official contact with the Lakeland Post 4 of the American Legion shall be through Unit President , Vice president and the Commander.

Section 16. Resignation of any offic3er must be in written form, with members signature stating the reason(s) of resignation. This shall be presented to the Unit President.

Section 17. There shall be no alcohol consumed at a Unit Meeting or attendance to said meeting while under influence of alcohol.

Section 18. The President Elect becomes acting President for the Unit upon Unit election results in

May.

Section 19. In the event the President Elect declines the office, the Vice President shall become the President Elect.

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 a majority vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON DECEMBER 6, 2022

X Pamela S. Snyder
Unit President

Ronna Herrick
Unit Secretary

X Pamela S. Snyder
Unit Constitution and Bylaws Chairman