

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Kelly J Mixon Unit 9, Inc. shall be held on the second Tuesday of each month unless otherwise specified and shall be called to order at 6:30pm. The President shall email the agenda to the Executive Committee by the first Tuesday of each month for discussion. If needed the President or Vice President shall call a virtual meeting, should a disaster or other reason prevent the meeting to be held at Post 9. The Executive Committee will determine where or how the members shall meet.
2. Four (4) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. All members working with Juniors, Children and Youth at events sponsored by any Post 9 entity will be prohibited from consuming alcohol and will refrain from smoking, including vaping in front of Juniors, Children and Youth. Members will smoke or vape in designated smoking areas only.
4. 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 \$10.00 to include the Department and National per capita. This will be effective for the 2024 membership dues.
5. The President appoints all Chairpersons (with their consent for the position), including the Membership Chairman.
6. The Unit President, Treasurer and Membership Chairman are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures. All checks and debit card charges shall be backed by the Unit's budget and/or minutes.
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 members, or appointed by the President, for the purposes 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 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. An Audit Committee consisting of three (3) members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term and quarterly throughout the year. This committee will submit a report to the membership at the next meeting following the audit. The Unit President, Treasurer and Membership Chairman shall not be on this committee. Audits should be held for the end of June (end of term); end of September; end of December; and end of March or whenever a Treasure steps down. 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. All monies received, including renewals, shall be deposited within seven (7) days. New member's monies shall be held until the Unit has voted in the member.
12. Elected Officers shall begin their terms immediately following installation

13. Gifts for visiting dignitaries will be limited to a total cost of fifty (\$50) dollars per gift unless membership votes for a higher amount.
14. There will be a twenty (\$20) dollar check presented to the installing District Officer at the annual installation of Unit Officers to pay the Unit's District dues.
15. Annual Convention Delegates and Alternates, Workshop and Fall Conference: Money for each of these events is budgeted annually. The Unit will reimburse hotel room reservations two hundred fifty (\$250) dollars for any member and all delegates and alternates that want to go. Whenever possible, double up in the room to save money. However, if only one person is going to attend for the Unit and cannot buddy up with another 5th District person, the Unit will still only reimburse \$250.00 for the room. This will be discussed prior to any attendance is to take place.
16. The President has a discretionary fund of two hundred (\$200) dollars yearly to be used if a charitable donation need arises between meetings. If used, they will email the executive committee and will report it to the Treasurer to be reported at the next regular meeting.
17. Distribution of Poppy Funds shall be considered for Post 9 Veterans or their families in need, before considering an outside VA Center
18. The immediate past Unit President who is in good standing of Unit 9 shall be a member of the Executive Committee unless they are voted in as an officer for the Unit.
19. All new applicants shall be subject to acceptance by majority vote by the General Membership.
20. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.
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 a majority vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON AUGUST 8, 2023.

X Karen Marks
Unit President

X Linda Motola
Unit Secretary

X Brandi Beck
Unit Constitution and Bylaws Chairman