

## STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Arcadia Unit K-11, Inc. shall be held on the second Monday of each month, unless otherwise specified and shall be called to order at 6:00PM. An Executive committee meeting shall be held the third Monday of the month unless otherwise specified and shall be called to order at 6:00PM.
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 \$35.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$5.00 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: Auxillary Emergency Fund (AEF), Community Service, Education, Girls State, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parlay, Poppy and Public Relations.
5. Unit elected Officers, consisting of President, 1st Vice President and Secretary/Treasurer are authorized to sign checks for disbursement of funds from the Unit Secretary. 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. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed to carry on the duties normally performed by the secretary.
8. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed 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 the 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 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.
  
11. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

Standing rules are adopted by a majority vote and may be amended by two-thirds ( $\frac{2}{3}$ ) vote at any meeting, or if notice has been given, by a majority vote.

**THE CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT OUR REGULAR MEETING ON March 13, 2023.**

X Margie L. Roman X Deborah Smith  
 Unit President Secretary

X Quits Terrell  
 Unit Constitution and Bylaws Charmain

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 Department Constitution & Bylaws Chairman Date Approved