

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Rogers-Hinson Unit 235, Inc. shall be held on the 2nd Tuesday of each month, unless otherwise specified and shall be called to order at 7:00pm. An Executive Committee meeting shall be held the 2nd Tuesday of the month unless otherwise specified and shall be called to order at 6:30pm. Zoom Meetings may be held as needed at the regular time
2. Three (3) 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 \$10.00 to include the Department and National per capita. As the State and National dues increase our annual Senior membership dues of the Unit and annual Junior membership dues of the Unit shall increase accordingly to include Department and National per capita.
4. The Unit will have one (2) debit cards (1 for the operating account and 1 for the charity account) which will remain with the Treasurer for membership dues, online purchases or payments or purchasing any food or items for fundraisers which have been voted on in meetings or as stated in the budget. All purchases must have a receipt, expense and presented at monthly meeting.
5. 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, Historian, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations
6. Unit elected Officers, consisting of President, Vice President and Treasurer are authorized to sign checks for disbursement of funds from Unit Treasury. All checks MUST have two (2) of the three (3) above signatures. 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.
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 At the beginning of the Presidents term, each officer shall receive a copy of the Bylaws and Standing Rules.
 - a. The Chaplain shall send an appropriate card to each reported sick member and shall notify the District Chaplain of deceased members. The names of the deceased members shall be reported to the Unit Membership Chairman, who will submit a Membership Data Form
11. Resignation of officers shall be submitted in writing to the President and acted at Unit General meeting.
12. Nominations and Elections
 - a. Any member to be eligible for office must be in good standing, which means, the Member's current dues must be paid.
 - b. 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.
 - c. All officers and executive committee members shall be elected annually at a regular meeting.
 - d. Elections shall be held no more than 90 days nor less than 15 days prior to Department Convention.
 - e. The retiring President shall be presented with a Past President's pin to be presented at the Installation of new Officers.
13. Committees
 - a. An Auditing Committee composed of three members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term and making a report of the audit to the Unit.
 - b. All Unit Officers and Chairmen will file all reports as requested by District and Department, on or before the dates specified, and will submit a copy of all reports for the files by April
14. Department Convention & Fall Conference
 - a. When the Unit President travels to Conferences, seminars, conventions, etc. exceeds one day, the Unit shall pay expenses including lodging, gas, and tolls only for the President to attend. If the President is unable to attend, the President will then Appoint another person to attend in their place and persons authorized expenses will Be paid. All receipts shall be submitted to the Treasurer for reimbursement
15. The Treasurer may issue up to \$100 on approval of the President. Any amount exceeding \$100 shall have approval of the members at a regular meeting. Budget items and unit allocations shall be paid when due, without prior approval.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON March 10, 2026

Unit President

Larry Smith

Debra A. Brock
Unit Secretary

Unit Constitution and Bylaws chairman

X *Patricia A. Carpenter*
Department Constitution & Bylaws chairman

Date Approved