

STANDING RULES

Duties and Powers of Officers

Section 1. Duties of the Unit President: It shall be the duty of the President to preside at all meetings of the Unit and Unit Executive Committee; to enforce strict observance of the Constitution and Bylaws; to appoint members of the standing committees; to create such other committees and appoint members thereof as she deems advisable; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for.

Section 2. Duties of the Vice President: The First and Vice President in the order named shall, when called upon, assist the President and in absence, perform her duties, and shall succeed her in office in case of death, resignation or removal.

Section 3. Duties of the Secretary: It shall be the duty of the Secretary to record the proceedings and transactions of all the meetings of the Unit; to act as custodian of all books, papers, and records; to keep a record of names and addresses of the members, showing the source of the eligibility; to send out such notices as are directed by the President; to process the correspondence of the Unit; to keep on file in a comprehensive manner copies of all the correspondence sent and received; and perform such other duties as shall be required of her by the President.

Section 4. Duties of the Treasurer: It shall be the duty of the Unit Treasurer to receive all money belonging to the Unit and to account for them. She shall maintain two separate funds, namely a general and a Poppy fund. All Poppy donations shall be placed in the Poppy fund and be used to assist the veteran and his/her children. She shall keep an accounting of her receipts and expenditures, making a monthly report thereon, and such other reports as may be deemed necessary by the Unit Executive Committee. Her accounts shall be audited annually. She shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to her successor.

Section 5. Duties of the Chaplain: It shall be the duty of the Unit Chaplain to offer prayer at the opening and closing of each meeting, and to perform such other duties as the President may direct.

Section 6. Duties of the Historian: It shall be the duty of the Unit Historian to compile historical records of the Unit and to make a report to the Department.

Section 7. Duties of the Sergeant-at-Arms: It shall be the duty of the Unit Sergeant-at-Arms to preserve order at the meetings of the Unit and to perform such other duties as may be requested by the President.

Section 8. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.

Section 9. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

Dues

Section 1. The annual membership dues of this Unit shall be \$40.00 for Seniors paid annually or for life, and shall include the Department and National per Capita. The annual membership for Juniors shall be \$20.00 paid annually until the age of 18 years.

Unit Meetings

Section 1. The regular meetings of the Yale-Yarnall Post 34 Auxiliary Unit shall be held on the first Sunday of each month, unless otherwise specified, and shall be called to order at 12:30 p.m.

Section 2. An annual meeting of this Unit shall be held no more than 90 days nor less than 15 days prior to Department Convention for the purpose of electing officers and receiving annual reports.

Section 3. Special meetings of this unit may be called by the President, by a majority of the Executive Committee, or upon written or electronic request of members of the Unit.

Section 4. Five (5) members shall constitute a Quorum at any meeting of the Unit. (IF POSSIBLE THIS SHOULD BE AN ODD NUMBER)

Elections

Section 1. At the Unit meetings in February and March, the members shall nominate officers for the ensuing year. The final nomination and election of officers will be held at the April meeting.

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. At the April meeting, the Unit Secretary will present the slate of nominated officers to the membership for voting and will assume the responsibility of tabulating and securing any necessary voting by ballot. Elections shall be held no more than 90 days nor less than 15 days prior to Department Convention.

Section 2. Delegates and alternates to a Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two weeks prior to the convention. Alternates shall have priority in the order of their election.

Section 3. All officers and Executive Committee members shall be elected annually at a meeting duly called for that purpose. The Secretary may be either, elected or appointed according to the Unit Bylaws.

Committees

Section 1. 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.

Transfers

Section 1. Transfer of membership from one Unit to another in the Department of Florida shall be upon application of the member to, and acceptance by, the other Unit, in conformity with National and Department Constitutions and Bylaws.

Amendments


Section 1. These Standing Rules may be amended by a two-thirds vote of the members present at a regular Unit meeting, or if notice has been given, by a majority vote.

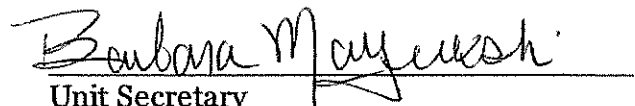
Additional Standing Rules:

1. All officers of this Unit shall be installed at a joint installation, at a time which will coincide with the installation of Officers of Yale-Yarnall, Post 34 of the American Legion.
2. In order to participate in the election of Unit Officers a member shall have paid her dues for the current fiscal year within which the election is held. No member should accept a nomination for office or accept a chairperson-ship if she knowingly cannot attend meetings regularly or fulfill all obligations required for her office or chairpersonship.
3. The official contact with the Yale-Yarnall, Post 34 of the American Legion shall be through the Unit President and the Post Commander or Liaison of the Legion and Auxiliary.
4. Resignation of any officer must be in written form stating reasons and presented to the chairperson of the Executive Committee. All resignations shall be automatically accepted.
5. Upon the death of an active member of this unit or her sponsored family member, a donation to a requested memorial will be sent, not to exceed \$50.00. The Unit President has the authority to decide when other than active members and their family members should receive a memorial i.e., "special circumstances" only to provide the funds available. Any active member hospitalized shall receive an appropriate gift not to exceed \$50.00. All members shall receive an appropriate card in the event of illness or bereavement.
6. All monies are to be deposited into a banking institution that is federally insured. Unit President and Unit Secretary-Treasurer are authorized to sign checks for disbursement of funds from the Unit Treasury. Two (2) signatures are required for any withdrawal of funds.

7. All monies are to be deposited into a banking institution that is federally insured. Unit President and Unit Secretary-Treasurer are authorized to sign checks for disbursement of funds from the Unit Treasury. Two (2) signatures are required for any withdrawal of funds.
8. The Unit President may automatically disburse funds up to, but not to exceed \$100.00 for the benefit of the Unit or programs of the American Legion Auxiliary.

These Constitution, Bylaws and Standing Rules were read and approved at a regularly scheduled meeting held on Sunday, February 5, 2023.


Unit President


Unit Secretary

Date: February 5, 2023