

STANDING RULES

UNIT 36

Revised August 27, 2023

The regular scheduled meeting of American Legion Auxiliary William C. Morris Unit 36, Inc. shall be held the third (3rd) Monday of each month, unless otherwise specified, and shall be called to order at 7 p.m.

Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.

A member attending a Unit meeting may bring a beverage with them, but may not leave the meeting and return with another beverage. A member may not be served at the bar during such time there is a regular meeting of this Unit.

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 \$5.00 to include the Department and National per capita.

Unit elected Officers, consisting of President, First Vice President and Treasurer, are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of these signatures. Disbursement checks to any of these individuals MUST NOT be signed by that individual.

All members responsible for the Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.

In addition to the Core Committees listed in the By-Laws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy and Public Relations.

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.

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 the election.

An Audit Committee composed 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.

Additional Committees may be appointed by the President as they or the Unit shall deem necessary.

The Chairmen of the Standing Committees shall make annual reports in written form to the Unit and to their respective District Chairman. Any additional reports requested by the District or Department Chairmen should be their duty also. These Standing Committees may be combined, but if combined, separate reports must be sent to the District Chairman.

Expenses associated with ARTICLE V, SECTION 6 of the Unit By-Laws shall be voted on by the membership at the time of election of the delegates.

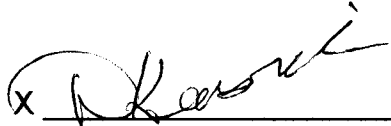
The last meeting before Installation shall be the annual meeting at which time the President and the Chairmen shall read their yearly reports. The Treasurer shall also give their annual report at this meeting.

The outgoing administration shall contact the Legion for the date of their Installation so the Unit may plan their installation to coincide. The Unit President shall appoint a Committee to assist the Unit in Installation plans.

No gift shall be presented at the Installation except the President's Pin and the Unit gift to the Installing Officer.

Flowers or a gift not to exceed forty-five dollars (\$45.00) shall be taken or sent to a hospitalized member. If the member has not yet paid her yearly dues, the Unit shall pay such dues in lieu of flowers or a gift.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON 10/16/2023.

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Unit President

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Unit Secretary

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Unit Constitution and By-Laws Chairman