

JAN 22 2025

STANDING RULES
OF
AMERICAN LEGION AUXILIARY
BERT HODGE UNIT #45, INC.

PREFACE

The American Legion Auxiliary, Bert Hodge, Unit #45 Standing Rules are duly adopted by the appropriate unit governing body of the American Legion Auxiliary, Bert Hodge, Unit #45 to provide guidance to the American Legion Auxiliary, Bert Hodge, Unit#45, general membership. Standing Rules have the same importance as the Unit Constitution and Bylaws and may be amended as frequently as needed.

Standing Rules that specifically state "As provided in the Unit Bylaws" can only be amended by action of the Unit general membership.

Except when otherwise specified in the Bylaws or these Standing Rules, a standing rule may be amended or rescinded by a two-thirds vote, in addition to these Standing rules, supplementary unit policies or rules may be adopted as they are needed from time to time by the Unit Executive committee or Unit general membership.

1. The regularly scheduled meeting of American Legion Auxiliary Bert Hodge Unit #45 shall be held on the 2nd Thursday of each month, unless otherwise specified and shall be called to order at 7:00 PM.
2. Four (4) members of this Unit shall constitute a quorum at any regular scheduled Unit meeting.
3. Executive Board meetings will meet at 10:00 AM on the Tuesday prior to the Auxiliary general membership meeting unless otherwise specified.
4. The annual senior membership dues of the Unit shall be \$45.00 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.
5. Our finances, minutes, and other business discussion in the regular scheduled meeting and the Executive meeting are not to be discussed outside of our membership.
6. Treasurer shall deposit all monies received into Unit account the next business day.
7. Three Unit elected officers (President, Treasurer and third officer approved by the Executive Committee) are authorized to sign checks for disbursement of funds from the Unit account. All checks MUST have two of the three appointed signatures.

8. All money is the responsibility of the Treasurer. All monies received by members shall go directly to the Treasurer within 5 business days. When received, the funds are to be placed in the designated preprinted envelopes and go directly to the Treasurer or place in designated cash box. No exceptions.
9. The designated signers of the banking account (President, Treasurer and a third officer) shall be changed within three (3) business days of installation or resignation.
10. All receipts, bank statement and checks shall be held for (7) seven years for the purpose of a financial review by the Auxiliary and the IRS. All Treasurer documents must be stored in the auxiliary office.
11. A Budget Committee composed of three (3) or four(4) members shall be appointed by the incoming President, for the purpose of presenting a budget for the upcoming year by the August Unit meeting.
12. The Treasurer's report is to be read at the general membership meeting and then approved by the general membership. Copies will be distributed to the Unit President, Secretary and Treasurer.
13. If requested, Treasurer's reports can be reviewed at the Treasurers convenience at the Post. They shall not to be copied, captured by camera or removed from the Unit meeting room.
14. Treasurer may make all mandatory payments to the Department without membership vote. This includes payment for Yearly Quotas, ALAMIS and Sunbiz.
15. 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.
16. There will be NO reimbursements without a purchase receipt and approval prior to purchase.
17. Event/Project funds for a specific program CANNOT be moved or used for any reason other than what they were raised for. At end of the fiscal year if funds are not needed, Program Chair or Committee may ask the membership for funds to be transferred to general funds. Budgeted money is not included in this restriction.
18. All projects/events requiring funding must be voted on by the general membership and approved prior to any purchases. All receipts must be presented for reimbursement. All projects should be completed by the end of the fiscal year.
19. The Unit shall undergo an annual financial review each July by a financial review committee of at least three members and will not include signers on the checks. The Treasurer will be there for any questions. Additional officers or credentialed financial experts may be invited to participate.

20. The Unit President is authorized to expend funds up to the amount of one-hundred dollars (\$100.00) per month for the purpose of incidental emergencies (occurring merely by chance or without intention or calculation) upon presentation of receipts. All expenditures over this amount must have approval by vote of the Unit membership at the subsequent scheduled meeting. This discretionary fund does not roll over to the next month.
21. The Unit will pay delegates registration fees when attending the Department Convention and Conference.
22. An amount up to forty-five dollars and zero cents (\$45.00) can be used for funeral expenses of a Post or Unit member or immediate family. This could be flowers, flag, membership dues, ALA Jr. Memorial Scholarship Fund etc. No vote is required by the Unit. Approval is however needed by the President before expenditures are made. In the event of his/her absence, the 1st Vice may give approval. The Unit President must announce it at the next membership meeting.
23. The Unit may have the following Committees: Americanism, Children & Youth, Constitution and Bylaws, Membership, National Security, Financial Review, Veteran's Affairs and Rehabilitation, Historian, Community Service, Education, Girls State, Past Presidents Parley, Poppy, and other mission and member/organizational support committees as membership allows.
24. A Nominating Committee, composed of three (3) members, shall be appointed by the President for presenting a slate of officers for the ensuing year. The committee shall have the permission of each candidate for an office before presenting at the meeting by this committee. This committee is to form no later than two (2) months prior to the election. Generally, the nominating committee is formed in March, nominations are made in April, and voting is completed in May.
25. Election ballots shall be counted by an Election Board. Election Board will be appointed by the Nominating committee and must include at least two current Unit auxiliary members or District or Department officers as judges. No candidates on the election ballot will be allowed to count the ballots.
26. Ballots are counted in secret in a separate room. The judge shall announce the name of the winner but not the number of votes received. Ballots shall be destroyed after results are tallied and announced.
27. If only one person is running for an office, no election ballot is necessary. If more than one person is running for an office, ballots will be cast to determine the office holder.
28. Upon election confirmation new officers shall begin their term July 1 of each fiscal year, or earlier, if any current officer resigns, is removed, or if an office is vacant.
29. Installation of officers is the responsibility of the out-going Unit President.
30. All Unit documents shall be handed over within three (3) business days of installation or upon an officer's resignation (president to president, treasurer to treasurer, etc.) If the position is vacant, documents shall be given to current highest officer (President, Vice President, etc...)
31. The Vice President will temporarily assume presidential duties if the current President's office is vacated for any reason. The position will then be appointed by the Executive Committee.

32. Membership Chair shall present a welcome packet to all new members containing greetings and pertinent information including Constitution and Bylaws, Standing Rules, Officers, meeting schedule, etc.
33. Fifty (\$50) dollars will be allotted each year for a gift for the out-going President.
34. Name badges will be ordered for new members after they attend three consecutive general meetings.
35. A minimum of 10% of net proceeds from each fund-raising activity is suggested to go into the Unit General Fund. The Program Chair of each fund-raising activity may make a recommendation to the general membership for additional funds to go into the General Fund for administrative purposes.
36. Delegates and Alternates to the Department Convention shall be elected at a Unit meeting not less than two (2) weeks prior to the Department Convention. Delegates and Alternates shall have priority in the order of their election.
37. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.
38. Special meetings of the Unit may be called by the Unit President, by a majority of the Executive Committee, or upon written request of three (3) members of the unit.
39. The Unit shall have Committees and Chairs appointed as deemed necessary by the Unit President.
40. Any Auxiliary member that is removed from Unit 45 will not be allowed to attend any Unit meeting or function.
41. Any member removed from Unit 45 Auxiliary is not allowed to return.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT
OUR REGULAR UNIT MEETING ON MAY 9, 2024



Esme Coward
Unit President



Peggy Almodovar
Unit Vice President