

STANDING RULES

- 1.. The regular scheduled meeting of American Legion Auxiliary South Lake Memorial Unit #55 shall be held on the 1st Tuesday of each month, unless otherwise specified shall be called to order at 7:00pm. An Executive Committee meeting shall be held 1st, Tuesday of the month at 6:30 pm unless otherwise specified.

- 2 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 \$40.00 (Forty dollars) to include Department and National per capita. The annual dues of the Junior membership shall be \$6.00 (six dollars) to include the Department and National per capita.
 - (a) Any potential member who wishes to join the Unit after April 1st of current year may receive a discount and only pay the National and Department per capita PLUS the following years dues.

 - (b) No new membership applications shall be held past April 1st.

- 4 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,, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.

- 5 Unit elected Officers, consisting of, President, Treasurer and Membership, are authorized to sign checks for disbursement of funds from the Unit treasury. 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 elected/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 elected by the members, or 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 to be presented by this committee. This committee is to form no later than two (2) months prior to election.
 - (a) In the event of unforeseen circumstances, the Unit will make a good faith attempt to reach the entire membership if there needs to be a change in the nominations and voting process.
 - (b) In all situations nominations are allowed at the times of election using the write in space. Nominations are required, even in a crisis, self-nominations are acceptable (write in). Seconding of nominations are not required per Roberts Rule of Order, newly revised. Nominations are not required to be read at one, two, or three meeting prior to election.
 - (c) Elections and Voting will be held at a general meeting not more than 90 days nor less than 15 days prior to department Convention.
- 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 and Code of Conduct as published in the National Auxiliary Standing Rules.
- 12 Electronic signatures on documents are acceptable and binding.
- 13 In the event of an emergency or unforeseen disaster electronic meetings may be held and documented. Voting can be by electronic vote if necessary.
- 14 The 1st Vice President shall also be the Unit Membership Chairman. The membership chairman shall process membership on a timely basis online through the National ALA MIS . The chairman shall have full access to ALA MIS and membership will be paid by Unit Debit/Credit card and all printed receipts from National shall be emailed to the Unit Treasurer.

15. The Unit President shall have READ ONLY access to National ALA MIS

These Standing Rules may be amended and adopted by a majority vote at any meeting.

THESE STANDING RULES WERE READ, AND VOTED ON AT OUR
REGULAR UNIT MEETING HELD ON January 3, 2023

Trish Coleman-Gardner
President

Mary A. Kelly-Perkins
Unit Constitution & Bylaws Chmn