

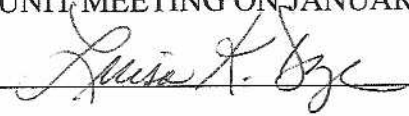
American Legion Auxiliary Unit 57 Columbia County, Inc.

STANDING RULES

1. The regularly scheduled meeting of American Legion Auxiliary Unit 57 Columbia County, Inc. shall be held on the third (3rd) Tuesday of each month unless otherwise specified and shall be called to order at 6:30 pm. An Executive Committee meeting shall be held the second (2nd) Tuesday of the month unless otherwise specified and shall be called to order at 6:30 pm.
2. Ten (10) members of this Unit shall constitute a quorum at any regularly scheduled meeting of the Unit.
3. Four (4) members of this Executive Committee shall constitute a quorum at any regular scheduled Executive Committee Meeting.
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. 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, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
6. Unit elected Officers, consisting of the President, 1st Vice President and Secretary and Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the four above signatures.
7. 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.
8. Where deemed necessary, a Recording Secretary and a Corresponding Secretary are elected to carry on the duties normally performed by the Secretary.
9. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members, for the purpose of presenting a budget for the ensuing year.
10. 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. The first person elected for the nominating committee shall be the Chairman of said committee.
11. The Second Vice President shall be the Unit Social and Decorating Chairman.
12. The Third Vice President shall be the Public Relations Chairman.
13. The Unit Chaplain shall send cards to any member of the Unit who is ill and to recognize the death of any member or spouse with a fifty dollar (50.00) floral arrangement, a memorial gift to the American Legion Auxiliary or contribution to a favorite charity.
14. The Membership Chairman shall keep updated records of the names and addresses of all members showing the source of their eligibility and providing an updated membership roster. She shall receive8

- all applications, renewals, etc.; deposit all membership monies; process those applications, renewals, etc.; deliver or mail new membership cards, renewals, etc. to the unit member; and transmit all membership dues to Department.
15. Each Unit Officer shall turn over all records, monies, keys, and pins belonging to the Unit to her successor at the installation of officers for the new year.
 16. All Executive Committee members and Chairman shall have a copy of the Department Unit Guide provided by the Unit.
 17. The Girls State Chairman shall have a committee of five (5) for the purpose of selecting Girls State Delegates and Girls State Alternates. The Girls Stater shall come to the American Legion Auxiliary Unit meeting after they have been selected as Delegates or Alternates, for the purpose of introducing themselves to the Unit members.
 18. Funds will be provided from the Unit treasury to pay for four (4) nights of lodging for the Department Convention, three (3) nights of lodging for the Fall Conference for the Senior and Junior Presidents, and two (2) nights lodging for Department Workshop; also, one hundred (\$100.00) per day for said events meals.
 19. The Unit Membership Chairman shall give to the Post Membership Chairman a list of all suspended and dropped unit members. The Post newsletter editor shall be given a list of new members and email addresses monthly. The editor shall be given changes of email addresses monthly.
 20. Officers shall be installed after the Department Convention.
 21. New members shall be initiated at a general membership meeting or an Event for that purpose with a date being set by Unit members.
 22. When a controversy occurs during the discussion of a motion on the floor, a secret ballot shall be called.
 23. The president may obtain the permission of three (3) Executive Committee members to act in a special emergency.
 24. Annual unit reports shall be completed in March and forwarded to the District Chairman by the report's due date.
 25. A marriage certificate will be required along with a membership application if the last name isn't the same name as the spouse.
 26. If an elected officer has more than three (3) unexcused absences. They will be asked to resign.
 27. 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 the authorization to sign checks.
 28. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.

THESE STANDING RULES WERE READ, VOTED ON, AND APPROVED AT OUR REGULAR UNIT MEETING ON JANUARY 17, 2023



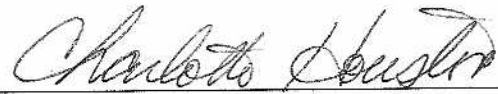
Lucia Dye, Unit President

LUISA



Unit Constitution and Bylaws Chairman

(12)



Charlotte Houston, Unit Secretary

Department Constitution and Bylaws

Chairman Date Approved _____