

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Harold Johns Unit #62, Inc. shall be held on the second Saturday of each month, unless otherwise specified and shall be called to order at 9AM. An Executive Committee meeting shall be held as needed unless otherwise specified and shall be called at the President's discretion.
2. 8 members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit plus a majority of the Officers and Executive Committee.
3. The annual Senior membership dues of the Unit shall be \$45 to include Department and National per capita. The annual dues of the Junior membership shall be \$12 to include the Department and National per capita.
4. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Poppy, and Public Relations.
5. Unit elected Officers, consisting of the President, Treasurer and Vice President 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. Only the President and Treasurer have been approved for debit cards to be used on the Units behalf for incidental expenses such as office supplies, decorations and any expenses deemed necessary by the unit. The expense can be up to \$500 per incident with additional approval.
8. The President with the concurrence of the Treasurer and at least three (3) other officers is permitted to spend up to \$200 per incident to assist a unit member, in good standing, in the event of an emergency, whether financial, medical or otherwise. The expenditure may be in the form of a gift card or payment of invoice. **No cash will be given.**
9. The President or Membership Chairman are permitted to use the unit debit card for the payment and processing of membership dues online.
10. The President or Chaplin with the concurrence of the Treasurer is permitted to spend up to \$100 per incident for a unit member in good standing, to purchase flowers, or gifts for a unit member who is hospitalized, ill or otherwise undergoing stress.
11. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the members, or appointed by the President, for the purpose

of presenting a budget for the ensuing year.

12. A Nominating Committee, composed of two (2) members, shall be appointed by the members for the purpose of presenting a slate of officers for the ensuing year. Any candidate who would like to be nominated to run for office, must be in good standing and preferably chair or serve on a committee for at least 2 years. The committee shall have 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 election.
13. 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.
14. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting, or if notice has been given, by a majority vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON JANUARY 14, 2023

X *Spidy Beaulieu*
Unit President

Joanne Potencia
Unit Secretary

X *Spidy Beaulieu*
Unit Constitution and Bylaws Chairman