

STANDING RULES

1. The regular scheduled meeting of American Legion Okeechobee Memorial Unit 64, Inc. shall be held on the 2nd Tuesday of each month, unless otherwise specified and shall be called to order at 6:00 p.m. An Executive Committee meeting shall be held the 2nd Tuesday of each month, unless otherwise specified, and shall be called to order at 5:30 p.m.
2. 3 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 \$30; effective July 1, 2025, dues will be \$40 to include Department and National per capita. The annual dues of the Junior membership shall be \$5 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: Auxiliary Emergency Fund (AEF), Community Service, Education, Girl's State, Junior Activities, Leadership, Legislative, Poppy and Public Relations.
5. Unit elected Officers, consisting of the President, Vice President and Secretary-Treasurer (at least 3 officer positions) are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have 2 of the 3 above signatures.
6. All members responsible for Unit funds shall be bonded through the blanket Fidelity bond; the Unit will pay the annual premium to Department Headquarters.
7. A Budget Committee composed of 3 members, including the Unit Secretary-Treasurer, shall be appointed by the President, for the purpose of presenting a budget for the ensuing year.
8. A Nominating Committee composed of 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 2 months prior to election.
9. An Audit committee consisting of 3 members shall be appointed by the President for the purpose of auditing the books of the Secretary-Treasurer. The Secretary-Treasurer should be present during the audit to answer questions only. No one on the Audit Committee should have authorization to sign checks.
10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 2-28.

11. The President shall have a discretionary fund in the amount of \$250, renewable annually, or as needed.
12. The term of office commences on July 1st, or upon installation of officers, whichever occurs first.
13. There will be no meetings in the months of July, August and September; necessary business will be conducted by the executive committee.
14. Prior to the issuance of any payment exceeding \$500 through the Auxiliary's bank account, all Auxiliary members must be informed in advance with a minimum of 2 weeks' notice, via the President's newsletter or Auxiliary bulletin board, that a large donation request has been made and the matter will be discussed and voted on at the next regularly scheduled monthly meeting. If any donation requested or expenditure of \$500 or more is made at an Auxiliary monthly meeting, there must be a minimum of 2 weeks' notice to Auxiliary members, via the aforementioned procedure. No donation or expenditure can be paid through the Auxiliary's bank account without this procedure being followed. Fundraisers, regardless of the amount raised, shall go to the appointed charity (an approved program of the American Legion Auxiliary) for which the monies were raised.

Standing Rules are adopted by a majority vote and may be amended by 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 FEBRUARY 13, 2024.

x Donna M. Hawes
Unit President

x R. D. Rivera
Unit Secretary

x Beverly G. Davine
Unit Constitution and Bylaws Chair