

Sample Standing Rules

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Lake Wales Memorial Unit #71, Inc. shall be held on 3rd Saturday of each month, unless otherwise specified and shall be called to order at 11 am. An Executive Committee meeting shall be held the 2nd Thursday of the month unless otherwise specified and shall be called to order at 4:30 pm.
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 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.
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, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting of President & Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury.
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. 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. (Specify whether appointed or elected.)
8. 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 election.
9. 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.

10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

Additional Standing Rules:

1. All monies not approved of in our budget must be authorized by the executive committee before being spent or discussed at a regular meeting and voted on by the members present.
2. The Unit President may have an emergency discretionary fund of \$50.00/year. If the money is spent she must show a just cause to have the money reimbursed.
3. A donation to a requested memorial or to a survivor upon the death of a member or close relative is approved up to \$50.00/memorial.
4. \$20.00 is the suggested donation to our district president to help cover her gas for unit duties.
5. Members may attend via electronic format, ie: Zoom, which also include voting privileges.
6. Further standing rules may be added at anytime without changing our basic constitution and bylaws.

Amendments

Section

1. These Standing Rules may be amended by a two thirds vote of the members present at a regular meeting provided the proposed amendments shall have been read at a previous Unit meeting.
2. Amendments not having been read may be adopted by the unanimous vote of the members present.

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
SPECIAL UNIT MEETING ON January 28, 2023


X Sharon Kahn

Unit President


X Linda Hayes

Unit Constitution and Bylaws Chairman


Donna Irwin

Unit Secretary