

STANDING RULES

Duties and Powers of Officers

Section 1. **Duties of the Unit President:** It shall be the duty of the President to preside at all meetings of the Unit and Unit

Executive Committee; to enforce strict observance of the Constitution and Bylaws; to appoint members of the Executive Committees; to create such other committees and appoint members thereof as she deems advisable; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for.

Section 2. **Duties of the Vice President:** The First and Second Vice President in the order named shall, when called upon, assist the President and in her absence, perform her duties, and shall succeed her in office in case of death, resignation or removal.

Section 3. **Duties of the Secretary:** It shall be the duty of the Secretary to record the proceedings and transactions of all the meetings of the Unit; to act as custodian of all books, papers, and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as are directed by the President; to process the correspondence of the Unit; to keep on file in a comprehensive manner copies of all the correspondence sent and received; and perform such other duties as shall be required of her by the President.

Section 4. **Duties of the Treasurer:** It shall be the duty of the Treasurer to receive money belonging to the Unit and to account for them. She shall maintain two separate funds, namely general and a Poppy funds. All Poppy donations shall be placed in the Poppy fund and be used to assist the veteran and his/her children. She shall keep an accounting of her receipts and expenditures, making monthly report thereon, and such other reports as may be deemed necessary by the Unit Executive Committee. Her accounts shall be audited annually. She shall pay all current bills before transferring all funds, books and papers belonging to the Unit to her successor.

Section 5. **Duties of the Chaplain:** It shall be the duty of the Chaplain to Offer prayer at the opening and closing of each meeting, and to perform such other duties as the President may direct.

Section 6. **Duties of the Historian:** It shall be the duty of the Unit Historian to compile historical records of the Unit and to make a report to the Department.

Section 7: **Duties of the Sergeant-at-Arms:** It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings of the Unit and to perform such other duties as may be requested by the President.

Section 8: Where deemed necessary, a recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.

Section 9: The Office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer".

DUES

Section 1: The annual membership dues of this Unit shall be **\$35.00** for Seniors paid annually or for life, and shall include the Department and National per capita. The annual membership for Juniors shall be \$5.00 paid annually until the age of 18 years.

UNIT MEETINGS

Section 1. The regular meetings of the Coral Gables Auxiliary Unit 98 shall be held on the second Wednesday of each month, unless otherwise specified, and shall be called to order at 7 pm.

Section 2. An Annual meeting of this Unit shall be held not more than 90 days nor less than 15 days each year for the purpose of electing officers and receiving annual reports.

Section 3. Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written or electronic request of members of the Unit.

Section 4. Four (4) members shall constitute a Quorum at any meeting of the Unit.

ELECTIONS

Section 1. Elections may be by voice vote if there is only one candidate; but where there is more than one candidate for the same office, election shall be by ballot and the majority of votes cast shall be necessary to elect. Elections shall be held no more than 90 days nor less than 15 days prior to Department Convention.

Section 2. Delegates and alternates to a Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two weeks prior to the convention. Alternates shall have priority in the order of their election.

Section 3. All Officers and executive committee members shall be elected at a meeting duly called for that purpose. The Secretary may be either, elected or appointed according to the Unit bylaws.

COMMITTEES

Section 1. There shall be the following standing committees: Veterans Affairs and Rehabilitation. Children and Youth, Americanism, National Security, Education, (and any other committee that the Unit deems necessary.)

Section 2. A nominating committee composed of three members shall be elected for the purpose of presenting a slate of Unit officers for the ensuing year.

Section 3. An auditing committee composed of three members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and making a report of the audit to the Unit.

TRANSFERS


Section 1. Transfer of membership from one Unit to another in the Department of Florida shall be upon application of the member to, and acceptance by, the other Unit, in conformity with National and Department Constitution and Bylaws.

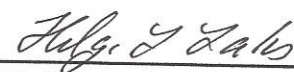
AMENDMENTS


Section 1. These Standing Rules may be amended by a two-thirds vote of the members present at a regular Unit meeting, or if notice has been given, by a majority vote.

These Constitution, Bylaws and Standing Rules were read at a regularly scheduled meeting held on March 11, 2023.


Unit President


Unit Secretary


Unit Constitution and Bylaws
Chairperson


Date