

AMERICAN LEGION AUXILIARY  
LIVE OAK UNIT 107  
Harry C. Gray, II Memorial  
February 1, 2023

**STANDING RULES**

1. The regular scheduled meeting of American Legion Auxiliary Live Oak Unit 107, Inc. Harry C. Gray, II Memorial shall be held on first Wednesday of each month, unless otherwise specified and shall be called to order at 10:30 am. An Executive Committee meeting shall be held the first Wednesday of the month unless otherwise specified and shall be called to order at 10 am.
2. Three 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 \$35.00 for the remainder of current year and increase to \$45 starting in 7/1/2023 for 2024, which includes 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 may have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.

5. Unit elected Officers, consisting of President, Vice President, Secretary and Treasurer are authorized to sign all checks for disbursement of funds from the Unit treasury. All checks MUST have two of the four 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. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the member for the purpose of presenting a budget for the ensuing year.

8) It shall be the duty of the Unit Chaplain to 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 a contribution to a favorite charity. The Chaplain will send the names of the deceased to the District Chaplain and the Department Chairman,

9) The Membership Chairman shall keep updated records of names and addresses of all members showing the source of their eligibility and provide an updated membership roster. The Membership Chairman shall receive all applications, renewals, etc.; deposit all membership monies; process those applications, renewals, etc.; deliver or mail new membership cards, renewals, etc. to Unit members and transmit all membership dues to Department. The Membership Chairman shall collect and hold each Unit Member's copy of qualifying DD214.

10) Each Unit Officer shall turn over all records, monies, keys, and pins belonging to the Unit to her successor at installation of officers for the new year.

11) The first person elected for the Nominating Committee shall be the Chairman of said committee. The current Unit President may not serve on the Nominating Committee. The Nominating Committee shall be elected at the March meeting and report a slate of officers at the April meeting.

12) Members who fail to fulfill the obligations or responsibilities of their elected or appointed positions shall not be considered for said position in the future.

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 is present for the purpose of answering questions only. No one on the committee should have the authorization to sign checks.

14) Funds will be provided from the Unit treasury to pay for two (2) nights shared lodging to Department Convention.

15) Officers shall be installed after the Department Convention in conjunction with the American Legion Post 107. New members shall be initiated at a general Unit meeting, the date to be set by Unit members.

16) Election of Unit Officers shall take place at the May Unit general membership meeting, not more than ninety (90) days or less than fifteen (15) days prior to Department Convention.

17) Special meetings of the Unit may be called by the President, the majority of the Executive Committee or upon written request by four (4) members of the general membership; said request to be sent to all Executive Committee members prior to the called meeting. The original letter is to be filed by the Unit Secretary.

19) The President may obtain permission of three (3) Executive Committee members to act upon an emergency situation.

20) The Unit is guided by the Code of Ethics published in the National Standing Rules on pages 22 to 28.

These standing rules may be amended by a 2/3 vote at any regularly scheduled meeting or if notice has been given by a majority vote.

These Standing Rules were voted on and approved at our regular meeting on

February 1, 2023.

X  
\_\_\_\_\_  
Unit President

\_\_\_\_\_  
Unit Secretary

X  
\_\_\_\_\_  
Unit Constitution and Bylaws Chairman

X  
\_\_\_\_\_  
Department Constitution & Bylaws Chairman

\_\_\_\_\_  
Date Approved

without authorization of  
the Unit.

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X Susan J Ruder  
Unit President

Hilde Smith  
Unit Secretary

X Sharon L Smith  
Unit Constitution and Bylaws Chairman

X \_\_\_\_\_  
Department Constitution & Bylaws Chairman

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Date Approved