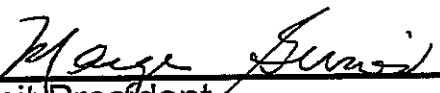


STANDING RULES

1. The regular general membership meeting of American Legion Auxiliary, Winter Park Memorial Unit 112, Inc. shall be held on the third Tuesday of each month, unless otherwise specified and shall be called to order at 7pm.
2. Until Unit 112 reaches 25 ACTIVE members, there will be no separate Executive Committee meetings. Items needing to be dealt with in between regular monthly general meetings will be handled by telephone and/or email between the elected and appointed officers. Once Unit 112 reaches 25 active members, an Executive Committee meeting shall be held on the third Tuesday of each month unless otherwise specified and shall be called to order at 6:30pm.
3. Three members of this Unit shall constitute a quorum at any regularly scheduled meeting of the Unit.
3. Members unable to attend a regular, annual, or special meeting of Unit 112 in person may participate in those meetings by common electronic means such as by telephone or computer. Members participating electronically shall count towards the required quorum as though they were physically present and shall be able to cast voice votes on all matters coming before the unit membership, including elections.
4. The annual Senior membership dues of the Unit shall be \$45.00 to include Department and National per capita beginning with the 2024 membership year. The annual dues of the Junior membership shall be \$ 12.00 to include the Department and National per capita.
5. 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, Leadership, Legislative, Poppy, and Public Relations.
6. The elected President, Vice President, Secretary-Treasurer, and Chaplain are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the four above signatures. Should any one of the listed signers be due reimbursement, they will NOT sign a check payable to themselves.
7. 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.
8. A Budget Committee composed of three (3) members, including the Unit Secretary-Treasurer, shall be elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.
9. 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 to be presented by this committee. This committee is to form no later than two (2) months prior to election.

10. Participation in at least 50% of the Unit meetings during the year is required for a member to be elected as a Delegate or Alternate to the Department Convention.
11. It is recommended, but not mandatory, that the President should not serve more than two (2) consecutive terms. Serving additional terms would be allowed if the President is nominated by the Nominating Committee and elected by the general membership.
12. The Unit will present a commemorative gavel or another appropriate thank you gift to the Unit President at the end of her final term as President.
13. Unit 112 will use email, its website, and its Facebook group and page to communicate important information to the general membership. Unit 112 will also have an article in the Legion family newsletter published every other month.
14. There will be a \$35 service charge on any check returned unpaid by the makers' bank.
15. After the annual budget has been approved, no further action by the general membership is required to execute the budget as approved.
16. These Standing Rules for Unit 112 may be amended as needed by two-thirds (2/3) vote of the members in attendance at any meeting where a change is suggested, or, if prior notice has been given, by a majority vote.

**THESE STANDING RULES WERE READ, VOTED ON AND APPROVED
AT A UNIT MEETING HELD ON NOVEMBER 15, 2022.**



Unit President



Unit Secretary



Unit Constitution & By-Laws Chairman

Established 3/9/2010
Revised 12/11/2011
Revised 12/8/2017
Revised 12/14/2018
Revised 7/20/2021
Revised 11/15/2022