

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Unit 113, Inc. shall be held on the 3rd Monday of each month, unless otherwise specified and shall be called to order at 11:00 AM. An Executive Committee meeting shall be held the 1st Monday of each month at 11:00 AM, unless otherwise specified.
2. Eleven (11) 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 \$45.00 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, Poppy, and Public Relations.
5. Unit elected Officers, consisting of the unit President, 1st Vice, Member-at-Large and Treasurer are authorized to sign 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. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed /elected to carry on the duties normally performed by the Secretary.
8. 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.
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 in order to be presented by this committee. This committee is to form no later than two (2) months prior to election.

10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 23-27.
11. All members must pay for their own continuous pins unless voted as an exception.
12. The immediate Past President shall be an ex-officio member of the executive committee and shall be entitled to a vote on any question.
13. The secretary's duties are to record the minutes of all Unit executive committee meetings and general meetings. There will be a total of three (3) sets of minutes: one original and two (2) copies with the original being retained on file, one copy to the President for her reference and the second to the treasurer. All copies will be signed by both the Unit President and the Unit Secretary before filing.
14. When a member passes away, a long stemmed, white rose with baby breath and greens in a bud vase will be delivered by an auxiliary member to the local funeral home or to the local service or memorial.
15. The number of scholarships to be awarded and the number of girls to be selected for Girl's State will be based on the financial solvency of the Unit.
16. All miscellaneous expenditures of \$100.00 or less will be specifically reviewed at the next scheduled Unit meeting for approval.
17. The suggested dress code for Unit 113 meetings is black slacks/skirt and white blouse/shirt.
18. A Unit meeting may be held in person or via electronic means. Electronic voting meetings are only applicable during emergency situations. Voting may be by voice, ballot, email and/or other means.
19. Unit 113 does not hold general meetings during the months of July, August and September. During this time, the executive board will have the authority to conduct any business and report the results to the general membership at the next available meeting.

STANDING COMMITTEES

In addition to the committees identified by the Department and National Constitution, Unit 113, Inc. shall establish the following standing committees to support its programs:

Ways and Means Committee: This committee is responsible for raising monies to conduct the business of the Unit and its committees. Fund raising projects to be undertaken shall be presented to the executive committee, hear their recommendation and have the approval of the general membership of Unit 113.

Audit Committee: This committee is composed of three members appointed by the President. It is the duty of this committee to review the Treasurer's books yearly, or as circumstances arise, and on any accounts when requested.

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
REGULAR UNIT MEETING ON February 21, 2023

Elizabeth G. Peters
Unit President

Judith A. Doady
Unit Secretary / Treasurer

Judith A. Doady
Unit Constitution and Bylaws Chairman

Department Constitution & Bylaws Chairman

Date Approved