

## STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Holly Hill Unit 120, Inc. shall be held on the second Thursday of each month, unless otherwise specified and shall be called to order at 6 p.m.
2. Five members of this Unit shall constitute a quorum at any meeting of the Unit. Three Members of the Executive Committee may make emergency decisions.
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, Past Presidents Parley, Poppy, and Public Relations.

5. Two of four bank signatures are required for the withdrawal of funds or on checks. All accounts opened at any Bank or designated depository shall be in the name of American Legion Auxiliary Holly Hill Unit 120, Inc. All Funds or collection of monies for Holly Hill Unit 120 shall be turned over to the Treasurer and deposited to the account.
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 elected/appointed 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 2 months prior to election.

10. An Auditing Committee composed of four 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.

11. A Birthday Gift from the unit shall be donated to the Post each year in the month of March for the Anniversary of the American Legion.

12. The President is the leader only. All activities and expenditures are to be decided by the Membership. The Office of President can be held by the same individual without a limit to the number of consecutive years served in the Office. The Unit shall pay all Past Presidents' dues and any Honorary Officers approved by the Membership, provided they remain a Member of Unit 120.

13. Installation shall be at a time coincident with the Legion. All Officers and Executive Committee Dues need to be paid by the night of Installation

14. Monies shall be designated to Chairman of Special Committees for specific project with the approval of the Membership.

15. The Unit shall donate an amount of \$25 to the Department Memorial Scholarship Fund in the event of a member's death.

16. The Unit shall provide a current year Unit Guide for each Officer at the beginning of the Fiscal Year.

17. When the Secretary or Chaplain Funds get low, an automatic transfer from the General Fund of \$100 shall be made to their fund for Postage, etc. When any Fund lacks sufficient monies in it to pay for an approved expenditure the Treasurer has the authority to automatically transfer monies from the General Fund to cover said expenditure.

18. All Members attending a Meeting shall present a current Membership Card. Any Unit Member not attending the meeting shall not be served in the Canteen

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

