

STANDING RULES**RECEIVED MAR 30 ENT'D****Section 1: Officers**

- a) Duties of the **Unit President**: It shall be the duty of the President preside at all meetings of the Unit and the Unit Executive Committee; to enforce strict observance of the Constitution and Bylaws; to appoint members of the standing 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.
- b) Duties of the **Vice President**: The First and Second Vice President in the ordered named shall, when called upon, assist the President and in her absence, performed their duties, and shall succeed in their office in case of death, resignation, or removal.
- c) 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 a comprehensive manner copy of all of the correspondence sent received; from such other duties as shall be required of her by the President.
- d) Duties of the **Treasurer**: It shall be the duty of the Unit Treasurer to receive all money belonging to the Unit and to account for them. Unit Treasurer shall maintain two (2) separate funds namely a General and a Poppy fund. All Poppy donations shall be placed in the Poppy fund and be used to assist the veteran and their children. Unit Treasurer shall keep an accounting of receipts and expenditures, making up report thereon, and such other reports as may deemed necessary by the Unit Executive Committee. Unit Treasurer's account shall be audited annually. Unit Treasurer shall pay all current bills before transferring all funds books and papers belonging to the Unit to her successor.
- e) Duties of the **Chaplain**: It shall be the duty of the Chaplain to offer a prayer opening and closing of hand to perform such other duties as the President may direct.
- f) Duties of the **Historian**: It shall be the duty of the Unit Historian to compile historical records of the Unit and to make report to the department.
- g) 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 2: Membership

- a) Where deemed necessary, a Recording Secretary, and/or a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.

- b) The office of the Secretary may be combined with that of a Treasurer and called "Secretary Treasurer".

Section 3: Dues

- a) The annual membership dues of this Unit shall be thirty-five dollars (\$35.00) for Seniors paid annually or for life and shall include the Department of National per capita the annual membership for Juniors shall be six dollars (\$6.60) paid annually until the age of eighteen (18).
- b) The regular meetings of the Lake Helen Cassadaga Auxiliary Unit 127 shall be held on the third (3rd) Monday of each month unless otherwise specified and shall be called to order at 7:00 p.m. All members may attend meetings and fully participate in attendance in-person or via electronic means.
- c) An annual meeting of this Unit shall be held not more than ninety (90) days nor less than fifteen (15) days each year for the purpose of electing officers and receiving annual reports.
- d) Special meetings of this Unit may be called by the President or by a majority of the Executive Committee, or upon written, or electronic request of the members of the Unit.
- e) Three (3) members shall constitute as a quorum at any meeting of the Unit.
- f) Election may be made by a voice vote if there is only one (1) candidate; but where there is more than one (1) candidate for the same office, the election shall be made by ballot and the majority of votes cast shall be necessary to elect. Elections shall be held in no more than ninety (90) days less than fifteen (15) days prior to the Department Convention.
- g) Delegates and alternates to the Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two (2) weeks prior to the convention. Alternates shall have priority in the order of their election.
- h) All officers and Executive Committee member shall be elected annually at a meeting duly called for that purpose the Secretary may be either elected or appointed according to the Unit Bylaws.
- i) 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.
- j) A Nominating committee composed of three (3) members shall be elected for the purpose of presenting a slate of Unit officers for the insuring year.
- k) An Auditing committee composed of three (3) 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.

- l) Transfer membership from one (1) Unit to another in the Department of Florida shall be upon application of the member to, and acceptance by the other Unit income in conformity with National and Department Constitutions and Bylaws.
- m) These Standing Rules may be amended by two-thirds (2/3) 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 and approved at the regular scheduled meeting held on February 21st, 2022.



Daisy Russell, Unit President




Von Russell, Unit Vice President



Kelly Frasca, Unit Second Vice President



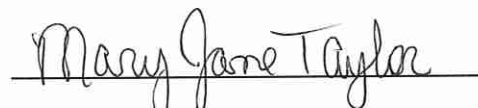
Von Russell, Unit Secretary



Victoria Loeffler, Unit Treasurer



Mary Roberts, Unit Chaplain



Mary-Jane Taylor, Unit Historian



Kelly Frasca, Unit Sergeant-at-Arms



Kelly Frasca, Unit Constitution and Bylaws Chairman



Date

APPROVED:

Department Constitution and Bylaws Chairman

Date

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