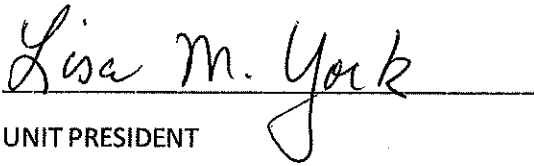


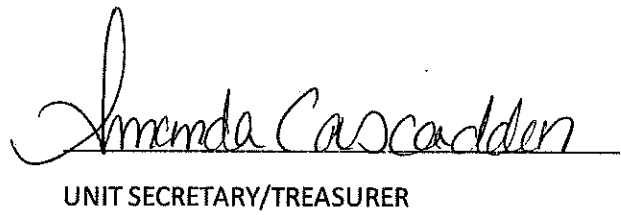
## **STANDING RULES**

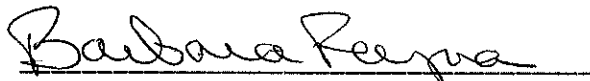
1. The regular scheduled meeting of American Legion Auxiliary, Lakeshore Unit #137, Inc. shall be held on the first Thursday of each month, unless otherwise specified and shall be called to order at 7:30 PM. An Executive Committee meeting shall be held the first Thursday of each month unless otherwise specified and shall be called to order at 6:30 PM
2. The Past unit President shall be an ex-officio member of the Executive Committee for one year after serving as President.
3. Nine (9) members of the Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
4. Unit Officers, consisting of President, First Vice President, and Secretary/Treasurer are authorized to sign checks for disbursement from the Unit treasury. All checks MUST have two of the three above signatures.
5. No purchases not allowed in the budget shall be made unless approved at a regular Unit meeting by a majority vote of the members present.
6. The Unit will pay the cost for all Past Presidents of Unit 137, current District President, and Department Officers and their escorts attending the Past Commanders and Presidents Banquet.
7. The Unit will pay for one night for one room for all Department of Florida meetings.
8. Unit guides will be purchased by the Unit for disbursement, at no charge to the Officers and Chairmen.
9. The President shall have at their disposal, per the budget, fund for purchasing awards.
10. President is authorized to spend up to \$100 without approval for miscellaneous items.
11. 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.
12. A budget committee shall be appointed by the President and will submit a budget for the following year to the Executive Committee by May and to the General Assembly by June to be voted on.
13. A nominating committee composed of three members shall be appointed for the purpose of presenting a slate of Unit officers for the ensuing year. The chairman to head the committee will be one of the three with the most votes.
14. An auditing committee, composed of three members, shall be appointed by the Unit President for the purpose of auditing the treasurer's accounts at the close of each term. A report of the audit shall be made to the unit. Audit shall be performed prior to July general meeting or installation, whichever occurs first. The Treasurer and President shall not do the audit but may be present for information.
15. An Auxiliary Emergency Fund (AEF) Committee shall be appointed by the Executive Committee to screen all applicants (i.e. Legion or Auxiliary members) needing assistance from the organization. Only the Committee shall be aware of the identity of the applicant and will present their recommendations at a special meeting of the Executive Committee for their approval before any action is taken. The Executive Committee can approve an EMERGENCY only expenditure up to \$500.00 per person without approval of the Unit. Any amount above that amount must be approved by the general assembly.

16. Annual dues for a senior member will be \$40.00. Annual dues for a junior member will be \$6.00.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON JANUARY 05, 2023.

  
UNIT PRESIDENT

  
UNIT SECRETARY/TREASURER

  
UNIT CONSTITUTION & BYLAWS  
CHAIRMAN

\_\_\_\_\_  
DEPARTMENT CONSTITUTION & BYLAWS  
CHAIRMAN

\_\_\_\_\_  
DATE APPROVED