

## STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Newberry Unit #149, Inc. shall be held on the first Tuesday of each month, unless otherwise specified and shall be called to order at 7:00 pm. An Executive Committee (E-Board Officers) meeting shall be held the first Tuesday of the month unless otherwise specified and shall be called to order at 6:30 pm.
2. Three (3) 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 \$35.00\_ 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: Girls State, Poppy, and Veteran Affairs & Rehab., Americanism.
5. Unit elected Officers, consisting of President, Vice President and Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have **two** of the three 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 to carry on the duties normally performed by the Secretary.
8. A Budget & Audit Committee composed of two (2) members, including the Unit Treasurer, shall be appointed by the members, or appointed by the President, for the purpose of presenting a budget and audit for the ensuing year. Expected Unit expenditures such as flowers, stamps, office supplies and other like items will be addressed in a budget line.
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. Upon the death, or sickness of a member in good standing, the Unit shall spend \$50.00 on flowers or a plant or they may choose to give a gift card.

12. Installation of officers will be in conjunction with Newberry American Legion Post 149 officer installation.

13. New members shall be given an American Legion Auxiliary pin when initiated.

14. **An annual audit of finances should be completed by the July meeting.**

15. Membership file procedures are the responsibility of the Unit Secretary. Files on each member should be maintained until the passing of the member. Files should be purged annually.

16. Minutes will be available in the Auxiliary office on the 3rd Tuesday of each month. Minutes can be picked up from the unit Secretary or you can request an e-mailed copy or go by and view them at the Auxiliary office. Email address is [americanlegionauxiliary149@gmail.com](mailto:americanlegionauxiliary149@gmail.com).

17. Unit Records, **minutes are kept forever** and finances will be maintained for a period of seven (7) years.

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 April 2, 2024

X Sylvia Fuller

Unit President

X Charlene Hughes

Unit Secretary

X Miriam Stroupe

Unit Constitution and Bylaws Chairman

X 4-2-2024

Date Approved