

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Marathon Memorial Unit #154 , Inc. shall be held on the second Monday of each month, unless otherwise specified and shall be called to order at 6:30 pm.
2. Five 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 \$15.00 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. There will be three (3) signers on the Unit checking account: One (1) being the Unit Treasurer, the others being Unit Officers. Two (2) signatures will be required for every check written.
6. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary, (Specify elected or appointed, not both)
7. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.
8. The office of the Secretary may be combined with that of the Treasurer and called "Secretary-Treasurer." 9. An Audit committee composed of three (3) members shall be appointed by the Unit President to audit the Treasurer's accounts at the end of the fiscal year. All accounts will be turned over to the incoming Treasurer at the end of the Audit and a report of the Audit will be made to the Unit.
10. An annual meeting of this Unit shall be held in the month of May for the purpose of electing officers for the ensuing year. Unless the date of the meeting is not within the guidelines of the Department for elections (not more than 90 nor less than 15 days prior to Convention).

11. A Nominating Committee composed of three (3) members shall be elected at the regular February meeting. Nominations will be taken at the March meeting with second nominations taken at the April meeting. Nominations will be closed at the end of the April meeting at which time absentee ballots will be sent out to those members requesting such ballots.
12. Absentee ballots may be requested by any member who is not anticipating being in Monroe County, Florida for at least one (1) day prior to the election. Request for absentee ballots must be made in writing to the Nominating Committee.
13. Officers receiving officer pins are responsible for the pins. Pins are to be returned to the Unit upon the completion of the term of office or upon the Officer leaving the Office. If not returned, the individual will be required to pay for the replacement pin.
14. Delegates to Department Convention and District Conference each shall be the current/outgoing President and one other officer (to be elected by the Unit) when possible. Otherwise, any active member must make a report back to the Unit at the next regular meeting following the event attended.
15. The Unit shall pay for lodging, transportation (gas and tolls where applicable) and a food allowance of \$75.00 per day per Delegate for any Department Convention and District conference for all elected delegates providing funds are available.
16. A gift for the Post shall be presented to the Post Commander each year.
17. Installation of incoming Unit Officers shall be scheduled to coincide with the date of Post Installation. The outgoing administration is responsible for contacting the Post to coordinate the date.
18. The Unit President, Treasurer, Secretary and Chairs of Standing Committees may spend \$200 per year for operating supply items without the vote of the membership.
19. The Unit President and the Chaplain have the authority to buy and send cards and flowers, not to exceed \$50.00 for each serious illness, death, etc.
20. All Unit Officers and members while officiating and Auxiliary function will dress appropriately.
21. All requests for reimbursement from Auxiliary funds MUST be accompanied by a RECEIPT.
22. Smoking will not be permitted at any Unit meeting.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR MEETING
ON SEPTEMBER 12, 2022



Unit President



Constitution and Bylaws Chairman

Department Constitution and Bylaws Chairman