

STANDING RULES (15)

ALA Unit 168 KEY WEST, FLORIDA

The regular scheduled meeting of American Legion Auxiliary, Inc., William Weech Unit #168, shall be held on the second Tuesday of each month, unless otherwise specified and shall be called to order at six p.m. (6:00 p.m.). An Executive Committee meeting shall be held the last Tuesday of the month, unless otherwise specified and shall be called to order at six p.m. (6:00 p.m.).

Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.

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.

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.

United elected Officers, consisting of president, treasurer, and secretary are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.

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.

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).

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. (Specify whether appointed or elected).

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 not later than two (2) months prior to election.

The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.

If a member is sick or hospitalized, it is the responsibility of the chaplain to send cards also for member's birthday.

In time of bereavement:

- (a) \$50.00 with a card for a member's death.
- (b) Immediate family of a member \$25.00 with a card. (spouse, mother, father, child)
- (c) Relative of a member a card/cover dish.

Historian shall be responsible for having a photo scrape book of all activities for the unit.

Audit Committee composed of three members, shall be elected by the members, 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.

Budget Committee composed of three members, shall be elected by the members, for the purpose of presenting a budget for the ensuing year.

(You may add any other rules that may pertain to your Unit such as how much money any chairman may spend – Does the Unit President have a discretionary fund and if so how much and how often – dress code, if any – etc.).

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 3/14/2023.

x Atwa Sutton

Unit President

x Hinda Henderson

Unit Secretary

X _____

Unit Constitution and Bylaws Chairman

X _____

Department Constitution & Bylaws Chairman

X _____

Date Approved