

NOV 18 2024

## STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Charles L. Futch Unit 189 Inc. shall be held on the third (3<sup>rd</sup>) Monday of each month, unless otherwise specified and shall be called to order at 6:00 PM and shall take place at The American Legion Post 189, 807 Louisiana Avenue, Sebastian, Florida 32958. An Executive Committee meeting shall be held the Thursday preceding the regular scheduled meeting, unless otherwise specified, and shall be called to order at 6:00 PM.
2. Five (5) 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 \$45.00 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: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Poppy, and Public Relations.
5. Unit elected Officers, consisting of President, Vice President and Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. In special circumstances the President may appoint an additional member of the E-board as a signature. All checks MUST have two of three signatures as designated above.
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 Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the President, for the purpose of presenting a budget for the ensuing year.
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 three (3) months prior to election. They shall present the slate of proposed officers to the membership at

the February, March, and April, meetings, and the elections will take place at the May meeting. Nominations can be received from the floor at the February, March, and April meetings. The President will not serve on this Committee and the first person elected will serve as the Chairman. The elected officers will take office when installed or otherwise provided. Installation will take place when convenient to the installing officer. The outgoing President is in charge of making arrangements for this event. All must be in good standing and have paid their dues in order to be installed as an officer.

10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.
11. No Chairman has the authority to make a decision pertaining to this Unit without approval of the President and/or the general membership.
12. The Chaplain will send cards to Unit members who are ill as well as to the family of the deceased. The Chaplain will drape the Charter for a period of thirty (30) days. The Chaplain shall be authorized to send the amount of \$50.00 to the surviving spouse upon the death of the following: Unit Member or a Member's spouse.
13. It shall be the duty of the Assistant Sergeant-at-Arms to assist the Sergeant-at-Arms and in the absence of the Sergeant-at-Arms, perform the duties of the Sergeant-at-Arms.
14. The President is limited to \$100.00 in expenditures per incident without the approval of the Executive Board.
15. A monthly financial statement shall be given to the Secretary and the President of the Unit.
16. An annual meeting of this Unit shall be held each year, not more than 90 days and no less than 15 days prior to the Department Convention, for the purpose of electing officers and receiving annual reports.
17. No member (or guest) shall smoke, use foul language or consume alcohol during regular Unit meetings. All members shall be attentive during meetings of the Unit, and refrain from talking without permission.
18. Each Unit Officer shall turn over all records, monies, keys and pins belonging to the Unit to the Officer's successor at the installation of officers, or before, if asked to do so by the President.

19. A Secret (paper) ballot or oral ballot may be taken for voting for new members. A two-thirds (2/3) majority of the membership present at a regular meeting shall be required to elect.

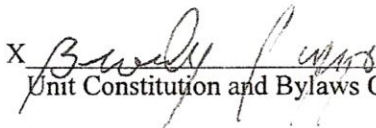
20. In the case of an emergency such as a pandemic or other catastrophic event which interferes with the unit to hold physical meetings, either by the Executive Board or the General Membership, voting may be by voice, ballot, email or other electronic means.

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 SEPTEMBER 16, 2024.

X   
Unit President

X  11/14/2024  
Unit Secretary

X   
Unit Constitution and Bylaws Chairperson

X \_\_\_\_\_  
Department Constitution and Bylaws Chairperson

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Date Approved