

NOV 26 2024

Sample Standing Rules

**STANDING RULES**

1. The regular scheduled meeting of American Legion Auxiliary, Robert H.L. Dabney Unit 192, Inc. shall be held on the fourth Tuesday of every other month, beginning with July, unless otherwise specified and shall be called to order at 6:30 p.m. An Executive Committee meeting shall be held once a quarter, unless otherwise specified and shall be called to order at 5:30 p.m.
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 ~~\$30.00~~ <sup>\$40.00</sup> to include Department and National per capita. The annual dues of the Junior membership shall be \$6.00 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. Unit elected Officers, consisting of President, Vice President, Secretary 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 elected/appointed to carry on the duties normally performed by the Secretary. (Specify elected or appointed, not both)
8. 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.)
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.

THESE STANDING WERE APPROVED BY NOTICE GIVEN OF CHANGE ON JANUARY 25, 2023

x Helen Fuller

Unit President

x Matthia Chaney

Unit Secretary

x Helen Fuller

Unit Constitution