

STANDING RULES

1. The regular meetings of American Legion Auxiliary Hanniton Watts Unit 193, Inc. shall be held on the second and fourth Saturday of each month, and shall be called to order at 11:00 a.m.
2. An annual meeting of this Unit shall be held in the month of March each year for the purpose of receiving annual reports which are due to District Chairman by April 1.
3. The annual membership dues of this Unit shall be \$35.00, effective the 2024 membership year for Senior members and \$6.00 for Junior members, which shall include the Department and National per capita.
4. Seven (7) members shall constitute a quorum at any meeting of the Unit.
5. 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, Leadership, and Poppy.
6. Unit elected Officers, consisting 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.
7. 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.
8. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed to carry on the duties normally performed by the Secretary.
9. A Budget Committee composed of the Executive Committee shall meet for the purpose of presenting a budget for the ensuing year.
10. 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.
11. When there is a death in a comrade's family, the Chaplain will send a card of condolences.
12. The Sergeant-at-Arms will preserve order at all times; and any member that does not comply will be fined up to \$5.00.

13. If a member is sick or hospitalized, it is the responsibility of the member, the member's family or friend to notify the President, Chaplain or any other member of the Unit. The Chaplain will be responsible for sending get-well card, a plant and/or money if hospitalized for more than two (2) consecutive days. Disbursement will be in accordance with seasonal rates.

- a. In time of bereavement, flowers, Memorial Bible, or money shall be sent only to actively participating Auxiliary members and their immediate families. The amount shall be in accordance with seasonal prices. Cards or messages shall be sent in case of sickness or death of other members of their families. These shall be sent by the Unit Chaplain. Other members will be handled on a case-by-case basis.

14. The Treasurer may issue up to \$100.00, during a quarter, on approval of the President on an emergency basis only. Said transactions must be brought before the Unit at its next meeting for approval. All checks must have two (2) signatures. Any amount exceeding \$25.00 shall have the approval of members during regular meetings. Budget items/Unit allocations shall be paid when due, without additional approval.

15. Committee Chairmen may expend up to \$25.00 on an emergency basis only and on approval of the President to support a Unit project without the Unit's approval. Upon submitting receipts for expenditures, and approval by the Unit, said expenses will be reimbursed by the Unit.

16. Wreaths shall be fresh or silk flowers for Memorial Day, and poppies for Veterans' Day.

17. When the Unit President travel to conferences, seminars, conventions, etc. exceeds one day, the Unit shall pay one night room expense. (Does not include food, gratuity, etc.)

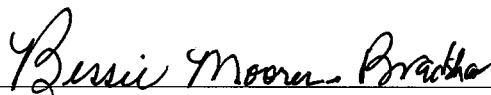
18. When members accompany the Unit President or designee, the Unit shall pay for the rental of van and gas for transportation of members to conventions, seminars, conferences, etc. Exceptions to this must be brought before the body for approval.

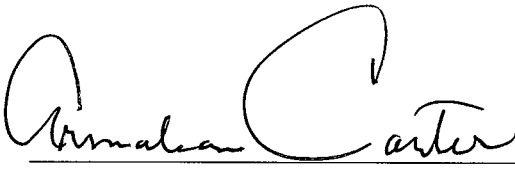
19. For special events, ceremonies, etc., attire shall be in compliance with the Unit's dress code (i.e. White for Spring/Summer months and Navy for Fall/Winter months), unless otherwise directed by the President.

20. All telecommunication devices are to be silenced during meetings.

21. Alcohol and smoking prohibited during meeting.

THESE STANDING RULES WERE READ AND APPROVED AT REGULAR MEETING HELD ON NOVEMBER 12, 2022.


Bessie Moorer-Bradshaw
Unit President


Armalean Carter
Unit Secretary

C.E. Hendrix

Constance E. Hendrix
Unit Constitution & Bylaws Chairman

REVIEWED:

Lisa Hoyland
Department Constitution & Bylaws Chairman

Date Reviewed