

Sample Standing Rules

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Jacksonville Unit #197, Inc. shall be held on the second Friday of each month, unless otherwise specified and shall be called to order at 7:30pm. An Executive Committee meeting shall be held when necessary.
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 \$40.00 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 the President, 1st Vice 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.
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. 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.
8. 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.
9. An Audit Committee consisting of three (3) members shall be appointed by the President for the purpose of auditing the books of the Treasurer. The Treasurer should be present during the audit to answer questions only. No one on the Audit Committee should have authorization to sign checks.
10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing

Rules on pages 22-28.

11. A Nominating Committee: composed of three (3) members, shall be appointed by the President 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.
 - A. Installation of Officers will be jointly with the American Legion with date and time set by the Post Commander.
12. A vacancy existing in the Executive Committee from any cause other than expiration of a term shall be filled by majority vote of the entire committee. A person so elected shall hold office for the unexpired term of the member she/he succeeds.
13. Expenses for Delegates to Department Convention and/or Fall Conference will not exceed \$50.00 if funds are available. If funds are not available to be given to all Delegates the Unit President shall be the sole individual to receive funds. Room and Board expenses for Unit President and delegates to Department and or Fall Conference the Unit shall cover one (1) night room and board for Unit President and Delegates. Any Delegate receiving funds is required to bring receipt for room expenses to Units next monthly meeting.
 - A. Eligibility for requirements for Convention: Must be a member in Good Standing and have attended six (6) Unit meetings during the year, must assist in one (1) Auxiliary fundraiser and must attend at least one breakout session and the General Sessions at Convention. If a new member has not been a member for six (6) months, they are not eligible for reimbursement.
 - B. Eligibility requirements for Workshop: Must be a member in Good Standing and attend the General Session.
 - C. Eligibility for requirements for Fall Conference: Must be a member in Good Standing and have attended three (3) attend the General Sessions and at least one (1) breakout session while at Fall Conference.
14. Membership credit issued by the Department will be presented to General Membership for approval before using. All Membership cards are to remain in secured place and not mailed out until the Unit has received the Membership dues from the member.
15. National Pandemic or Disaster: Elections may be held in the parking lot of the American Legion Unit 197 Inc.
 - A. Guidelines: The member shall check in at the appropriate site providing a valid membership card then proceed to the Election Chairman. All candidates' names shall be put on ballots providing a blank line for a write in. As members receive ballot Election Chairman shall explain the ballot with instructions.
16. All transfer members shall be subject to acceptance by majority vote of the General Membership meeting attendees. If her/his membership has been revoked by Unit 197 or any other Unit for Disciplinary action she/he may not under any circumstances return/transfer to Unit 197.

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 12/9/22

x Arlene J. Clark

Unit President

Jacy Gillard

Unit Secretary

x Jacy Gillard

Unit Constitution and Bylaws Chairman