STANDING RULES

OF

AMERICAN LEGION AUXILIARY WEST PALM BEACH, UNIT, #199, INC. DEPARTMENT OF FLORIDA P. O. BOX 11836, RIVIERA BEACH, FL 33419

OCTOBER 24, 2022

- 1. The regular scheduled meeting of American Legion Auxiliary, West Palm Beach, Unit #199, Inc. shall be held on the second Monday of each month at 6:15 p.m. EST/7:15 p.m. DST, unless otherwise specified and shall be called to order at American Legion Post 199. An Executive Committee meeting shall be held on the last Monday of the month at 6:30 p.m. EST/7:30 p.m. DST, unless otherwise specified and shall be called to order at the American Legion Post 199.
- 2. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit. All reports are to be printed, include names of participants and copies shall be provided for the President, Secretary, and Members. Printed reports enable the Unit to keep accurate reports of vital and valuable information regarding Unit business and programs.
- 3. The annual Senior membership dues of the Unit shall be \$50.00 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: Audit, Budget and Nominating.
- 5. Unit elected Officers, consisting of at least three (3) members President, 1st Vice President, Treasurer, Assistant Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the four (4) 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 elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.
- 8. The Treasurer is authorized to pay approved budget items, based upon availability of funds, up to \$100 after a review with the President. Should expenses exceed authorized threshold, Treasurer will obtain approval of the Unit or 2/3 vote of the Executive Committee. This includes, but is not limited to dues, department or district obligations, bereavement, illnesses, etc.
- 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.
- 10. 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 and President should be present during the audit to answer questions only. No one on the Audit Committee should have authorization to sign checks.
- 11. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

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 majority vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON MONDAY, OCTOBER 24, 2022.

Unit President	Unit 2 nd Vice President

xMs. Elizabeth P. Robinson x Ms. Deborah Smith

Unit Constitution and Bylaws Chairman

x Ms. Delphine Daniels