

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Keystone Melrose Unit No. 202, Inc. shall be held on the third Thursday of each month, unless otherwise specified and shall be called to order at 4:00 pm. An Executive Committee meeting shall be held as needed.
2. Three 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, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past President Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting of the President, Treasurer and Membership Chairman are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have one 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.
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.
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. There shall be a petty cash fund for the purpose of purchasing stamps, ink, or any office supplies not to exceed \$100.00

The Unit shall be guided by the code of ethics as published in the national Auxiliary Standing Rules on pages 22-28.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON February 16, 2023.

STANDING RULES (Con't)

Betty E. Wickens

Unit President

Lynne Rona
Unit Secretary *LR*

Pat Farnsworth

Unit Constitution and Bylaws Chairman

Department Constitution & Bylaws Chairman

Date Approved