

Sample Standing Rules

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Thomas Field Unit 217, Inc. shall be held on 2nd Monday after the 2nd Sunday of each month, unless otherwise specified and shall be called to order at 4:00 P.M. An Executive Committee meeting shall be held the 1st Monday of the month unless otherwise specified and shall be called to order at 4:00 P.M. A meeting of this unit shall be held in the month of April each year for the purpose of receiving annual reports.
2. Ten members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. Beginning, July 1, 2023 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 \$15.00 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, Secretary and Treasure 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 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.)
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.

(You may add any other rules that may pertain to you Unit such as how much money any chairman may spend – Does the Unit President have a discretionary fund and if so how much and how often dress code, if any – etc.).

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 January 9, 2023

X Shirley Crawford
Unit President

Geraldine Evans
Unit Secretary

X Ora B. Hren
Unit Constitution and Bylaws Chairman