

## STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Robert Bethel \_\_\_ Unit #220, Inc. shall be held on Fourth Saturday \_\_\_\_\_ unless otherwise specified and shall be called to order at 10 am. Executive Committee meeting shall be held as needed and on an emergency basis by Unit President. to be notified by phone, email or by other electronic means at least 24 hours notice. All decisions must be brought back to the Unit at the next meeting.
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 \$40.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$5.00 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 Unit President—Vice President--Treasurer 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 permission from each candidate for an office to be presented to 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 Code of Ethics shall guide the Unit as published in the National Auxiliary Standing Rules on pages 22-28.
11. Unit President may utilize \$150.00 in discretionary funds as needed per approval by Unit
12. Delegates will receive \$50.00 when attending the Department Annual Convention
13. The allotted amount for bereavement acknowledgements (Flowers etc.) should not exceed \$75 dollars given to spouse at time of death (a monetary amount or flowers)
14. Donation may be given to Memorial Scholarship Fund of \$25.00
15. Voting may be done by ballot, email, and other electronic means. Must be received back to nominating committee seven days of transmittal to body
16. Unit meetings may be in person and by any electronic means and emergency situations. Executive Board meetings may be done in person and by any electronic means
17. Unit Secretary will be appointed by Unit President

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 OCTOBER 22, 2022 AT 10:30 am

Sharon D. Eady  
Unit President

Barbara Stubb  
Unit Secretary

Barbara Stubb  
Unit Constitution and Bylaws Chairman