

023.

**STANDING RULES**

1. The regular meetings of the Madison County Post #224 Auxiliary Unit shall be held on the 1<sup>st</sup> Wednesday of each month, and shall be called to order at 7:30 p.m. An

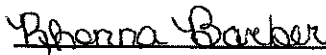
**Executive committee meeting shall be held the first Wednesday of the month unless otherwise specified and shall be called to order prior to our regularly scheduled meeting at 7:30.**

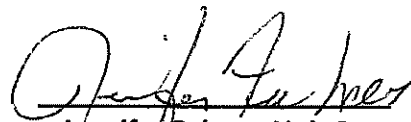
- 2. Five members shall constitute a quorum at any meeting of the Unit.**
- 3. The annual membership dues of this Unit shall be \$40.00 for seniors and \$5.00 for juniors paid annually or for life, and shall include the Department and National per capita.**
- 4. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, and Public Relations.**
- 5. The Treasurer, secretary and the President shall sign the bank signature card. Any two (2) of the above shall sign the checks.**
- 6. The Unit shall elect annually a President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, and Sergeant-at-Arms.**
- 7. There shall be an Executive Committee which shall consist of the officers elected by the Unit.**
- 8. The Second Vice President shall be the Unit Social Chairman.**
- 9. In the event of the Secretary's absence, prior arrangements shall be made for the recording of the minutes.**
- 10. All Auxiliary funds shall be deposited in a bank approved by the general membership for the Unit. In the event of the absence of the Treasurer, the report and signed checks shall be left with one of the co-signers.**
- 11. It shall be the duty of the Unit Chaplain to send cards to any member of the Unit who is ill and to recognize the death of any member or spouse with a memorial gift of \$25 to the family or a contribution to their favorite charity.**
- 12. The Membership Chairman shall keep updated records of names and addresses of all members showing the source of their eligibility, and provide an updated membership roster. The Membership Chairman shall receive all applications, renewals, etc.; process those applications, renewals, etc.; deliver or mail new membership cards to Unit members, and to transmit all dues to the Department.**
- 13. Each unit Officer shall turn over all records, monies, keys, and pins belonging to the Unit to the successor at the installation of officers for the next year.**


14. **The first person elected for the Nomination Committee shall be chairman of said committee. The Unit President may not serve on the Nomination Committee.**
15. **Every Executive committee member and Chairman shall have a copy of the Department Unit Guide provided by the Unit.**
16. **Funds will be provided from the Units treasury to pay (2) nights lodging to Convention, two (2) nights lodging to Mid-Winter Conference for the Senior President and one (1) night lodging for Department Workshop; with Conference attendees being reimbursed all expenses, such as meals, gas, and hotel by the Unit upon presentation of expense receipts to the Treasurer.**
17. **The post Adjutant shall be given a list of all suspended and dropped members.**
18. **Officers shall be installed at the June Unit meeting, new members initiated in general membership meeting with date to be set by unit members.**
19. **The Nominating Committee will be elected at the March general membership meeting and will report at the regular Meeting.**
20. **The selection of Girl's State Delegates will take place at the Executive Committee/general membership meeting.**
21. **Election of Unit Officers will take place at the Unit general membership meetings, but not more than ninety (90) days nor less than fifteen (15) days prior to the Department Convention.**
22. **Special meetings of the Unit may be called by the President, majority of the Executive committee, or upon written request of three (3) members of the general membership; said request to be sent to all Executive committee members prior to calling a meeting. The original letter to be filed by the Unit Secretary immediately.**
23. **The President may obtain permission of three (3) Executive committee members in order to act in special emergency circumstances.**
24. **National assessment, by January 31, shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues, after suspension, shall reinstate such members to active membership. Any member delinquent to December 31 of the year of the delinquency shall automatically be dropped from the rolls and may be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member.**

25. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.
26. An annual meeting shall be held not more than sixty days nor less than 15 days prior to Department convention for the purpose of election.
27. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer.
28. A nominating committee composed of three members shall be elected for the purpose of presenting a slate of Unit officers for the ensuing year.
29. An auditing committee composed of three members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and making a report of the audit to the Unit.
30. This document may be executed and accepted by electronic signature and such signatures shall constitute an original for all purposes.

These Standing Rules were read, voted upon and approved at our regular meeting on January 4, 2023

  
Rhonna Barber, Unit President

  
Jennifer Fulmer, Unit Secretary

  
Linda Wragge,  
Unit Constitution and Bylaws Chairman