

STANDING RULES

1. The regular scheduled meeting of the American Legion Auxiliary Beverly Hills, Unit 237 Inc. shall be held on the third Tuesday of each month, unless otherwise specified and shall be called to order at 7:00 pm. An Executive Committee meeting will be held monthly the date and time to be at the discretion of the incoming president.
2. Five members of this Unit shall constitute a quorum at any regular meeting of the Unit.
3. The annual senior dues of the Unit shall be thirty five dollars (\$35.) to include Department and National per capita. The Annual dues of the junior membership shall be ten dollars (\$10.) to include 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, Junior Activities, Leadership, Legislative, Poppy and Public Relations.
5. Unit President, Treasurer and Secretary will be authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.
6. A discretionary fund consisting of up to seven hundred fifty dollars (\$750.) every six (6) months may be used for the purchase of party goods, dues for member's experiencing hardships, and office supplies.
7. An audit 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.
8. Where deemed necessary, a Recording Secretary and Corresponding Secretary may be elected or appointed by the Unit President to carry on the duties normally performed by the Secretary.
9. A nominating committee comprised of three (3) members shall be elected for the purpose of presenting a slate of Unit Officers for the ensuing year. The President shall not serve on the nomination committee. The Unit President may nominate if he/she steps down from his/her chair with the 1st Vice President taking over. He/she may then nominate from the floor.
10. Election may by voice vote if there is only one candidate, but where there is more than one candidate for the same office, election shall be by ballot and a majority of votes cast shall be necessary. Elections shall be held no more than ninety (90) days or less than fifteen (15) days prior to Department Convention.
11. Delegates and alternates to the Department Convention shall be elected at a Unit meeting duly called for that purpose no less than two (2) weeks prior to the Convention. The alternates shall have priority in the order of their election
12. Unit meetings may be held in person or via electronic means. Voting may be by voice, ballot or other electronic means,

These Standing Rules may be amended by a two-thirds vote of members present at a regular Unit meeting or if notice has been given by a majority vote.

These standing rules were read and approved at a regularly scheduled meeting held on May 17, 2022.

x Edward L. Erb
Unit President

x 5-20-22
Date

x Michelle Auclair
Unit Constitution & By Laws Chairman

x 5/20/22
Date

