



AMERICAN LEGION AUXILIARY CASSIN YOUNG MEMORIAL
UNIT 267, INC
156 NEW BRITIAN AVENUE
ORMOND BEACH, FLORIDA 32174

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary CASSIN YOUNG MEMORIAL Unit 267, Inc. shall be held on the first Thursday of each month, unless otherwise specified and shall be called to order at 6:30 PM. An Executive Committee meeting shall meet at a date and time set by the President.
2. The number of members present 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 Presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting of President, a Vice President, Secretary and Treasurer authorized to sign checks for disbursement of funds from the Unit Treasury. All checks MUST have two of the five above signatures. Any disbursements above \$200.00 must be approved by a vote of members at a meeting prior to the disbursement. All bills from Department or National are exempt.
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. Unit business expenses of the President and Secretary are automatically paid by the Treasurer from the Unit checking account.
11. The Unit will pay for Department Convention Delegates registration fee and lodging provided the lodging is double occupancy at the hotel arranged for by the convention organizers. If the delegate wishes to obtain single accommodations, they will be reimbursed 1/2 the double occupancy rate upon presentation of the room statement to the Unit Treasurer.
12. Planning and implementation of the installation of elected officers will be the responsibility of the out-going President. Installation of officers will be held on a date in July to be determined by the Unit President and District Officer appointed to officiate at the installation.
13. The chairmen of each Unit Committee shall make an Annual Report in written form to the Unit and to the District Chairman and any other report required or requested by the Unit or District as directed by the District and Department Chairmen.
14. Upon the death of an Auxiliary member of this Unit, a donation of twenty-five dollars (\$25) will be made in their memory to Wounded Warriors or a charity of their family's choice.
15. All official contact between American Legion Post 267 and this Unit shall be approved by the Unit President.
16. These Standing Rules may be amended by a two-thirds (2/3) vote of the members present at a regular Unit meeting.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING OF February 2, 2023

x Carl A. Stauffer Carolyn Knapp

Unit President

Unit Secretary

x Shivakumar

Date Approved 2-2-23

Unit Constitution and Bylaws Chairman