

Unit 268 Auxiliary
STANDING RULES 2024

1. The regular scheduled monthly meeting of American Legion Auxiliary Riviera Beach Unit #268, Inc. shall be held on the first Monday of each month at 6:00pm, except after quarterly E-Board meeting, then General Board will begin thereafter, approximately 6:30pm, unless otherwise specified and shall be called to order at the meeting or by text or email. An Executive Committee meeting shall be held quarterly on the first Monday of that month at 6:00pm, prior to the Board Meeting unless otherwise specified and shall be called to order at the American Legion Auxiliary Riviera Beach Unit #268, Inc.

1.1 Electronic Meetings: Electronic meeting systems (EMS)

"Hybrid" works when describing meetings where participants are distributed across physical and digital spaces. Teleconference (only audio), videoconferencing (audio and video), Web conference (audio, video, and content-sharing), Texting and Email.

In Lieu of a physical meeting of members due to inability, incapacity, time constraints, or physical locale, and or other issues, for any meeting called by the President for regular or emergency or other meetings called for to include E-Board meetings. . . to share and obtain information, making motions, discussion and securing votes on issues can and shall be done either by person, email, text, or (EMS) internet web meeting, or at a physical meeting.

2. Two-thirds (2/3) members present at a regular Unit meeting shall constitute a quorum at any regular scheduled meeting of the Unit.
3. One third (1/3) of the members present at the Executive Committee shall constitute a quorum.
4. 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 \$10.00 to include the Department and National per capita. Beginning as of June 1, 2023.
5. 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.
6. Unit elected Officers, or appointed office consisting of the President Vice President Unit Treasurer or Secretary are authorized to sign checks for

disbursement of funds from the Unit treasury. There shall be at least three signatures on file at the bank, with any two signatures to authorized sign.

7. 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
8. A Budget Committee composed of three members, including the Unit Treasurer, shall be 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 to be presented by this committee. This committee is to form no later than two (2) months prior to election.
10. 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.
11. The Code of Ethics shall guide the Unit as published in the National Auxiliary Standing Rules.
12. The Unit President, Recording Secretary or Vice President, by virtue of their office shall be automatic first and second delegates to all or any conventions requiring the election of delegates and alternates.
13. That the **registration fees** for delegates or the alternates who attend (in a one double bedroom) for conventions be paid for by the unit, if feasible, or a specified amount contributed to the delegate or alternate and be voted by members.
14. That each officer shall be given a Unit Guide, paid for by the Unit at the beginning of each ensuing administrative year.
15. New members shall be given an American Legion Auxiliary membership pin when initiated or upon initiation ceremony.
16. A donation to the Department Memorial Scholarship Fund or Department Scholarship Fund may be sent to all deceased members of the Unit, not to exceed \$100.00.

17. Flowers or a gift, not to exceed \$75.00, can be sent or taken to a hospitalized member if his/her dues are current.
18. Any donation charities that the Unit has previously given funds to annually, will be discussed without a need to vote, not to exceed \$200.00. Anything over this donation amount shall be voted upon.
19. The Audit and Budget Committee will be appointed by the President at a Unit meeting.
20. That President shall have a discretionary fund of \$150.00 for any needed items for Auxiliary Unit, such as pins, guides, or other purchases.
21. That the Unit present the outgoing President with a Past President's Pin or gift not to exceed \$250.00 if she/he has a Past President's Pin.
22. That the Veterans Affairs & Rehabilitation Chairperson for the current year be responsible for preparing comfort articles for the ensuing administrative year.

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 AND APPROVED:

Michiru "Ling" Christensen

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President

Tracy Dalton

Tracy Bounds Dalton, Unit Secretary

Michiru "Ling" Christensen

Unit Constitutional and By-Laws Chair

Approved on: ___14th___ day of ___March___ 2024. _____

Sent/emailed to Department/Shirley Rearick - Constitution and Bylaws on _3/17/24