

OCT 24 2024

American Legion Auxiliary Walt Zack Memorial Unit 270, Inc.

Standing Rules

1. The regular scheduled meeting of American Legion Auxiliary Walt Zack Unit 270, Inc shall be held on the third (3rd) Tuesday of each month, unless otherwise specified and shall be called to order at 10:00AM
2. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit. At least one member of the quorum has to be an officer.
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. According 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 President Parley, Poppy, and Public Relations.
5. Unit elected Offices, consisting of President, Treasurer or 1st Vice President are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two (2) of the three (3) above signatures.
6. All activity money is the responsibility of the Treasurer and no money leaves the premises of the Post home. Collected project funds, daily or otherwise, shall go directly to the Treasurer. Treasurer will make all deposits.
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 Headquarter.
8. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally the Secretary.
9. 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.
10. The President shall appoint a committee to assist the Post on special yearly functions which are held jointly. The Unit will share expense with the Post.
11. Get Well and Sympathy cards will be sent to members or member's family in accordance with the situation.
12. It is recommended that the President is limited to two (2) terms, but not necessary.
13. Second Vice President's duties will include social activities.
14. The President shall appoint a membership chairman and a secretary.
15. Any Unit member that wants to attend the State Convention as a delegate - the Unit will pay for one (1) night lodging plus one (1) night parking for each delegate attending. Delegate will pay for lodging/parking expenses and will present receipt for such expenses to be reimbursed at the next regular meeting.
16. Unit will pay (reimburse) twenty-five cents (.25) per mile for the driver and five dollars (\$5) for passengers for Fall Conference and State Convention attendees.
17. Key cards for the Post Home will be paid for by the new or transfer member (not the Unit)

18. Voting a teller chosen by each opposing candidate, Ballots will be counted in secret within the election room. The Judge shall announce the name of the winner, not the number of votes received, Ballots shall be destroyed after results are tallied and announced.
19. All members transferring into Unit 270 shall be voted on at the regular Unit meeting.
20. If the Unit President attends the ALA Fall Conference, the Unit will pay for one (1) night lodging and one (1) night parking. If the President cannot attend, the President can appoint a Unit Member to go in place of. The attendee will pay for lodging/parking expenses and will present receipt for such expenses to be reimbursed at the next regular meeting.
- (a) One additional Unit member that attends the ALA Fall conference - the Unit will pay for one (1) night lodging plus one (1) night parking. Member will pay for lodging/parking expenses and will present receipt for such expenses to be reimbursed at the next regular meeting

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON 10-15-24

Sharon Lee
Unit President

Sam Cutler
Unit Secretary

Susan Peirce
Unit Constitution & Bylaws Chairman

Department Constitution & Bylaws Chairman

Date Approved