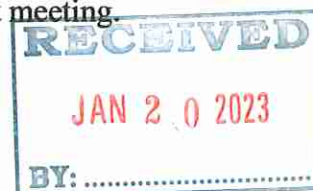


American Legion Auxiliary Walt Zack Memorial Unit 270, Inc.

STANDING RULES

1. The regular schedule meeting of American Legion Walt Zack Memorial Unit 270, Inc. shall be held on the third (3rd) Tuesday of each month, unless otherwise specified and shall be called to order at 2pm.
2. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit. With at least one (1) Officer in attendance.
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 \$5.00 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, 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. Collected project funds, daily or otherwise, shall go directly to the Treasurer.
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 or appointed to carry on the duties normally by the Secretary.
9. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by President, for the purpose of presenting a budget for the ensuring year.
10. The President shall appoint a committee to assist the Post on special yearly functions which are held jointly. The Unit will share expenses 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 limit to two (2) terms, but not necessary.
13. It shall be the duty of the First Vice President, to promote membership..
14. Second Vice President's duties will include social activities.
15. Any Unit member that attends the State Convention, the Unit will paid for one (1) night hotel room for delegates attending. The delegates will pay all expenses. At the next regular meeting the delegates will be reimbursed. If two (2) members stay in one (1) room for one (1) night they will only get reimbursed for one-half (½) of the room expenses. Fall Conference and State Convention.
16. Twenty-five cents (.25) per mile for the driver and Five (\$5) for passages for Fall Conference and State Convention.
17. Key cards for the Post Home will be be paid by new or transfer members not the Unit.
18. The ballots shall be counted by an election board, consisting of a Past President as Judge and 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 burned after results are tallied and announced.
19. All members transferring into Unit 270 shall be voted on at the regular Unit meeting.



THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR
UNIT MEETING ON Nov 15 2022

Shuley Frase
Unit President

Susan Pierce
Unit Secretary

Susan Pierce
Unit Constitution & Bylaws Chairman

Department Constitution & Bylaws Chairman

Date Approved