

STANDING RULES FOR ROOD-WILLIAMS UNIT 271

1. The regular scheduled meeting of the American Legion Auxiliary Rood-Williams Unit 271 shall be held on the first Thursday of each month, unless otherwise specified, and shall be called to order at 7:00 p.m. An Executive Committee meeting would be held on an as needed basis or as called by order of the President. A special meeting is a separate session held at a time different from that of any regular meeting and convened only to consider one or more items of business specified in the call of the meeting.
2. Five (5) members 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 \$50.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$15.00 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 the President, Vice President, Secretary and the Treasurer, are authorized to sign checks for disbursement of funds from the Unit & easun^r. All checks MUST have the signatures of two of the aforementioned Officers.
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 appointed by the Unit President to on the duties normally performed by the Secretary.
8. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed 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, in good standing 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. Members of the nominating committee are not barred from becoming nominees for office. The nominating

committee shall present a slate of officers at the April meeting for the first reading. Nominations may be made from the floor until the actual vote is taken at the May meeting. The President shall appoint three tellers to supervise the election and count the ballots. These tellers may not be nominated for any office, In order to participate in the election of Unit officers, a member shall have paid dues for the current year within which the election is held at the time of nomination of candidates for office.

10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 23-27.
11. An auditing committee composed of three (3) members (who are not signers on the Unit's bank account) shall be appointed by the Unit President and will meet quarterly for the purpose of auditing the Treasurer's account(s) and making a report of the audit to the Unit. Said report will be given to the Unit President so that the Unit President can discuss same with the Treasurer.
12. Annual reports shall be made by the chairmen of the committee in written form to the Unit and to the respective District Chairmen; and any other reports that may be required or requested by the Unit, District or Department.
13. All monies collected through any event or fundraiser has to be counted and verified by two members and a receipt of cash completed within three (3) days of the event or fundraiser. Any signer on the Unit's bank account can make the deposit of monies collected within five (5) business days from the date of the cash receipt.
14. All members responsible for unit funds shall be bonded through the blanket fidelity bond and the unit will pay the premium to Department headquarters.
15. Prior to the issuance of any payment exceeding \$ 1,000.00 through the Unit's bank account(s) being made, all Unit Auxiliary members must be notified in advance, via the Unit's email, the President's newsletter and, by posting on the Unit's information board in the canteen, that a large donation request has been made and the matter will be discussed and voted on at the next regularly scheduled monthly meeting. If a donation request of expenditure of \$1,000.00 or more is made at the Unit's monthly meeting, the motion will be tabled until such time as the Unit's members have been notified of the request, following the procedure, There must be a minimum of two (2) weeks' notice to the Unit members, via the procedure, giving each member time to arrange his/her schedule accordingly in order to be able to participate in the voting of said motion. If the minimum two-week notice was not given to the Unit's members, the motion will stay tabled until the next following meeting. No donation or expenditure can be paid through the Unit's bank account(s) without this procedure being followed.
16. In the event of an emergency all members will be notified via email (via text message for those who do not have email) by the Unit Secretary or the Unit President advising of the emergency and what needs to be done to resolve the issue Members will be required to reply to the email within 48 hours and the majority vote will rule.

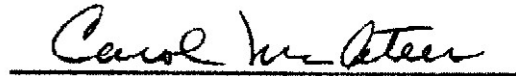
- 17. For dual members the Unit will reduce the Auxiliary's membership fee to the per diam amount the Unit pays to Department of Florida each year.
- 18. The Unit will pay the first year of membership dues for any Gold Star mother, father or spouse joining the Unit and will readdress the continuation of payment each year based on his/her participation.

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.

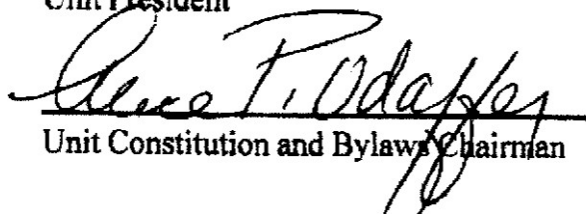
THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON NOVEMBER 2, 2023.



Unit President



Unit Secretary



Unit Constitution and Bylaws Chairman