

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Steinhatchee Unit #291, Inc. shall be held on 2nd Monday of each month, unless otherwise specified and shall be called to order at 6:00. There will be no meetings in July and August. Executive committee will meet in August to prepare for the upcoming year. An emergency meeting can be called at anytime regardless of the time of year,
2. Fifteen 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 \$40.00 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: Community Service
5. Unit elected Officers, consisting Treasurer, Membership Chair are authorized to sign checks for disbursement of funds from the Unit treasury. Any checks over 300.00 for anything other than dues and quotas will require approval by the executive committee. Two signatures will be required on any checks \$1,000 or above.
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 appointed by the President, for the purpose of presenting a budget for the ensuing year.

9. An Audit Committee, composed 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 any questions only. No one on the Audit Committee should have authorization to sign checks.
10. All potential new members will be accepted to our Unit once they have shown proof of eligibility to join.
11. Alcoholic beverages purchased prior to the meeting can be brought into the meeting but alcoholic beverages cannot be purchased after the meeting is called to order.
12. Treasurer will give a brief report at each regular meeting
13. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

**THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON December 12, 2022**

X Karen Tidwell
Unit 291 President – Karen Tidwell

Judy Shimp
Unit 291 Secretary – Judy Shimp

X Karen Tidwell
Unit 291 Constitution and Bylaws Chairman – Karen Tidwell