

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary North Manatee, Unit 309, Inc. shall be held on the 1st Monday of each month, unless otherwise specified and shall be called to order at 7:00 pm. If the 1st Monday falls on a Holiday, meeting will be moved to the 2nd Monday at 7:00 pm.
2. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. In the event that our Unit is not able to have an in-person meeting, nominations or elections, i.e., pandemic, hurricane, etc., we are able to have a virtual meeting. This type of meeting can be via Zoom, Facetime, conference call, E-mail, etc. Every attempt will be made to contact as many members as possible to participate. Minutes will be taken with record of all Officers and members in attendance, including notes of all motions, recommendations and action taken by the body.
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.
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, Poppy, and Public Relations.
6. Unit elected Officers, consisting of President, Vice President and Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.
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 (3) 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 in order to be presented by this committee. This committee is to form no later than three (3) months prior to election.
10. Newly elected officers will assume their duties immediately following elections. Exception is newly elected Treasurer who will assume their duties once Audit of past Treasurer's books is


completed. The Audit Committee will be comprised of two (2) Officers appointed by the President plus the incoming President. Audit will be conducted within one (1) month of elections and a report of the Audit will be made to the Unit.

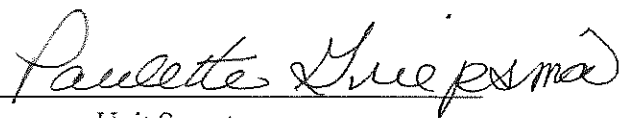
11. Signatures will be changed on the checking account and certificates of deposit, if any, within seven (7) business days following newly elected Treasurer assuming their duties.
12. Delegates and alternates to the Department Convention shall be elected at a Unit meeting no less than two (2) weeks prior to the convention.
13. If monies are available, two (2) members shall be reimbursed one (1) night lodging to attend Department Convention and one (1) night lodging for Fall Conference or Department Workshops when more than fifty (50) miles from the Unit home. Lodging must be at the convention hotel or overflow site. No more than Fifty Dollars (\$50.00) per diem for meals will be reimbursed. For reimbursement a written report will be required for presentation to the members. If an Auxiliary member lodges with a reimbursed American Legion member, no lodging money will be issued. (No double dipping.) Those members participating in any fundraiser designated for Department Convention, Fall Conference and/or Workshops will have priority in attending said events.
14. Expenses shall be voted on by the membership prior to purchase and or payment. Reimbursements require itemized receipts. No reimbursement for alcohol or tips.
15. There will be no smoking, vaping or alcoholic beverages during the Unit's membership or executive meetings.
16. All Unit members shall dress appropriately when representing our unit, i.e., all unit meetings, district meetings, conferences, convention, fund raisers, etc. No short shorts, cut offs, crop or revealing tops. It is preferred that an Auxiliary shirt be worn.
17. Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 23-27.

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 FEBRUARY 6, 2023.

X


Unit President


Unit Secretary

X


Unit Constitution and Bylaws Chairman

X

Department Constitution & Bylaws Chairman

Date Approved