

## **STANDING RULES**

**Revised 02/24/23**

The regular meeting of the Mid-Florida Lakes, Auxiliary Unit #330, Inc., shall be held on the Third Thursday of each month, unless otherwise specified, and shall be called to order at 7:00pm. An Executive Committee meeting shall be held the second Thursday of the month unless otherwise specified and shall be called to order at 11:00am.

The annual Senior membership dues of the Unit shall be \$35.00 to include Department and National per capita. The annual dues for the Junior membership shall be \$4.50 to include the Department and National per capita.

In addition to 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, Leadership, Junior Activities, Legislative, Past Presidents Parley, Poppy, and Public Relations.

Unit elected Officers, consisting of President, Secretary, Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.

All members responsible for Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department to Department Headquarters.

Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties of the normally performed by the Secretary.

A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year. Copies of the proposed budget for the fiscal year are to be distributed to the membership, discussed, and voted upon at the regular membership meeting. After that time, all issues therein shall not require a motion or vote. However, issues not included in the budget shall be discussed and voted upon. The reimbursement request should indicate the specific program or expense, as the Treasurer uses this for her voucher. Two signatures are required on all checks going to Department only one is required for checks within the unit.

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 permission of each candidate for an office in order to be presented by the committee. This committee is to form no later than two (2) months prior to election.

The Unit shall be guided by Code of Ethics as published in the National Auxiliary Standing Rules on pages 23-27.

An outside auditor was approved by the Unit and shall audit the Treasurer's accounts at the close of each term and make a report of the audit to the Unit at the next regular meeting.

The President or the Executive Board after contacting the President may call an emergency meeting anytime if deemed necessary during the months of July and August.

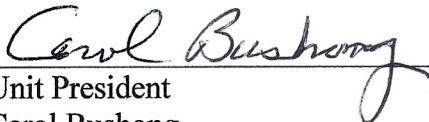
Special meeting of Committees for Programs or Events may be called at the discretion of the President or Program Chairman.

Installation of Officers and the three members at large shall be held each year in a joint installation with the post. The Installing Officer shall receive a gift of \$25.00.

The Secretary's Records of the past two (2) years are to be stored in the file cabinet. Any others may be removed. The Treasurer's reports for the past seven (7) years are to be stored in the file cabinet for safe keeping.

Standing Rules are adopted by a majority vote and may be a 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 JANUARY 19, 2023

  
\_\_\_\_\_  
Unit President  
Carol Bushong

  
\_\_\_\_\_  
Unit Secretary  
Carol Tucci

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Department Constitution & Bylaws Chairman  
Lisa Hoyland

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Date Approved