

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Mandarin Fallen Heroes, Inc. Unit #372, shall be held on fourth (4th) Thursday of each month, unless otherwise specified and shall be called to order at 7:00 p.m. An Executive Committee meeting shall be held the fourth (4th) Thursday of the month unless otherwise specified and shall be called to order at 6:45 p.m.
2. Cell phones will be turned off/muted at all meetings. Violators will be fined \$5.00 to be donated to the Auxiliary Emergency Fund.
3. Three (3) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
4. The annual Senior membership dues of the Unit shall be thirty-five (\$35.00) dollars to include Department and National per capita. The annual dues of the Junior membership shall be ten (\$10.00) dollars to include the Department and National per capita.
 - a. New members and transfers shall be voted in by the General Membership after membership eligibility has been established.
5. Unit elected Officers, consisting of the President, Treasurer, and Secretary, are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three Approved signatures.
6. The Unit President will be issued a debit card for discretionary funds not to exceed \$50.00 per month without prior approval from the Executive Committee.
7. All Auxiliary funds shall be deposited in a bank and/or credit union approved by the membership of the Unit.
8. Monies received for renewals shall be deposited within 14 days. New members' monies shall be held by the Treasurer until the Legion has certified eligibility.
9. 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.
10. An Auditing Committee composed of two (2) members may be appointed by the Unit President for the purpose of auditing the Treasurer's accounts quarterly and at the close of each term and making a report of the audit to the Unit.

RECEIVED MAR 17 2018

11. 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 to the General Membership for approval for the ensuing year.
12. Unit social media accounts, email accounts, and similar communication means shall have no fewer than two members with administrative control, and no one can be removed unless by consent of the majority or they themselves request to be removed.
13. Gifts for visiting dignitaries will be limited to twenty-five (\$25) dollars per gift.
14. A twenty (\$20) dollar check presented to the installing District Officer at the annual Installation of Unit Officers to pay the Unit's District dues.
15. A twenty (\$20) dollar check will be presented to the year's 5th District President at the end of the fiscal year.
16. Annual Convention Delegates: If available in the budget, the Unit will reimburse Convention delegates for fuel and hotel expenses, not to exceed \$350 total. Receipts to be provided within thirty (30) days of Convention.
 - a. Those members wishing to be delegates should volunteer in planning or participating in 30 hours of Auxiliary activities during the year. Those volunteer hours must be documented on the standard Volunteer forms and submitted to the President at least three (3) weeks before the Convention.
 - b. Delegates are expected to give an oral report of activities at the Convention to the Unit members at the next regular meeting. If not able to attend this meeting, a written report will be submitted to the Secretary and read at the next regular meeting.
17. Fall Conference: If available in the budget, the Unit will contribute an amount not to exceed \$350.00 for a hotel room and fuel. Receipts to be provided within thirty (30) days of Fall Conference.
18. Workshop: If available in the budget, the Unit will contribute an amount not to exceed \$350.00 for a hotel room and fuel. Receipts to be provided within thirty (30) days of Workshop.
19. The word "donation" will be used on all signs and money-making projects.
20. The positions of Secretary and Treasurer may be combined into one position.
21. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.

22. The current Past President shall be a member of the Executive Committee for the succeeding year until the office changes.
23. A Nominating Committee, composed of two (2) 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 two (2) months prior to election.
24. Members of the Nominating Committee may be nominated for any office without resigning from the Nominating Committee.
25. Each year first nominations for officers for the upcoming year will be held at the March meeting, second nominations at the April meeting, and third nominations and elections at the May meeting
26. The Installation of new Officers shall be held after the Department Convention, the date to be set by the American Legion. The new officers will take office at the time of election or installation based upon the Unit's need. Each Unit Officer will turn over all records and monies belonging to the Unit to the elected successor, or to the President in the elected successor's absence, at elections.
27. These Standing Rules may be amended by a two-thirds vote of the members present at a regular Unit meeting, or if notice has been given, by a majority vote.
28. In the event a meeting cannot be held or rescheduled in a timely manner, the following contingency plans will apply:
 - a. In such cases, the meeting will be held virtually using either synchronous (at-the-same-time) methods such as Zoom or WebEx or asynchronous (not-at-the-same-time) methods such as email possibly combined with online voting through services such as Survey Monkey or Google Forms.
 - b. In such cases, voting for expenditures and other motions, approval of minutes and other business usually handled in a general membership meeting will also be conducted virtually, and approval by at least 10% of the membership of the Unit will indicate approval. Results of votes gathered in this manner will be communicated to the membership immediately if done via synchronous means or within a week of the deadline set for voting if done via asynchronous means.
 - c. In such cases, for the purposes of voting for elections, the Nominating Committee, which will need to form in February, will communicate using some form of electronic means; present the recommended slate of officers twice over the next two months but reminding members that every position is available and giving a week for members to request to be added to the slate of officers each time; and voting will occur electronically at the scheduled May meeting.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON DEMBER 1, 2020.

X *[Signature]*
Unit President

X *[Signature]*
Unit Secretary

X _____
Unit Constitution and By-Laws Chairman

X *Cathy McMurtha* APPROVED *3/15/2021*
Department Constitution & By-Laws Chairman Date Approved

RECEIVED MAR 17 2021