

## Sample Standing Rules

### STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Key Biscayne Unit #374, Inc. shall be held on the 1<sup>st</sup> Thursday of each month, unless otherwise specified and shall be called to order at such time and location as set by the President and communicated to the members. An Executive Committee meeting shall be held at the date, time and place established by the President and communicated to members.
2. Five 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 to include Department and National per capita. The annual dues of the Junior membership shall be \$20 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:  
none.
5. Unit elected Officers, consisting of Treasurer, Co-Treasurer and President are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.
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. The Executive Committee shall serve as the Budget Committee.
8. 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 two (2) months prior to election. Should there not be 3 members willing to serve on a Nominating Committee, then the Executive Committee shall serve as the Nominating Committee.
9. An Audit Committee consisting 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 questions only. No one on the Audit Committee should have authorization to sign checks. Should there not be 3 members willing to serve on the Audit Committee, the Treasurer shall submit each bank reconciliation and each summary of receipts and disbursements to the Co-Treasurer, President and Secretary for review.

10. The Treasurer or Co-Treasurer shall pay all reasonable expenses incurred in connection with projects and programs approved by the membership as well as amounts due to the Florida department and amounts necessary to meet Florida and other governmental filing requirements. Charitable donations must be presented to the membership and approved by a majority present. The President, acting jointly with the Treasurer, may approve other individual expenses up to \$250 that are necessary to achieve the aims of the Unit.
11. A majority of the members of the Executive Committee present at meeting or via email vote may approve expenditures normally requiring the approval of members if such expenditures need to be made before a meeting will be held. Such expenditures will be reported to the membership at the next meeting of the membership.
12. Meetings may be held in-person or by telephone or other virtual means.
13. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

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 2, 2023.

x Barbara D. Comariti  
Unit President

Sylvia Galter  
Unit Secretary

x Andrew Sobush  
Unit Constitution and Bylaws Chairman