

**AMERICAN LEGION AUXILIARY
Palm Bay Unit 394
DEPARTMENT OF FLORIDA**

1. The regular meeting of American Legion Auxiliary, Palm Bay Unit 394, shall be held on the 1st Tuesday of each month, unless otherwise specified and shall be called to order at 7:00 p.m. An Executive Committee meetings shall be held in the 1st Tuesday of the month, unless otherwise specified and shall be called to order at 6:30 p.m.
2. Five (5) 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 \$4.25 to include the Department and National per capita.
4. Unit elected Officers consisting of Two (2) Officers are authorized to sign checks for disbursement of funds from the Unit treasury.
5. All Officers responsible for Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.
6. All accounts opened at any bank or designated depository shall be in the name of the American Legion Auxiliary, Palm Bay Unit 394, Palm Bay, Florida.
7. All funds or collections of monies for Palm Bay Unit 394 shall be turned over to the Treasurer and deposited to the Unit account.
8. Changes to 1st Vice duties are to include doing the Auxiliary membership.
9. Infraction of rules need to be dealt with within a 30 day period of said infraction. Officers missing three (3) unexcused consecutive absences can be removed from the position and replaced by somebody appointed by the President for the remainder of their term.
10. The President is the leader only. All activities and expenditures are to be decided by the Membership.
11. The Office of President can be held by the same individual, without a limit to the number of consecutive years served in the office.
12. All Officers and Executive Committee Members dues must be in good standing.

13. During elections votes are to be in person only with current membership on person and in good standing. No proxy voting. No write-ins.

14. 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 the Committee. This Committee is to form no later than three (3) months prior to election.

15. 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.

16. If any active members are in the post on meeting nights they should attend the meetings.

17. An audit Committee consisting of three(3) members shall be appointed by the President For the purpose of audit the books of the Treasurer. The President should be present during the Audit to answer questions only. No one on the Audit Committee should have authorization to sign checks.

18. 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 giving by majority vote.

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

Date Approved 01-27-22

Sandra Brewsough
Unit President

Genia Raymond
Unit Secretary

Unit Constitution and By-Laws Chairman