

JAN 23 2025

## STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Babcock Ranch Unit #415, Inc. shall be held on the second Tuesday of each month, with the exception of June and July when no meeting will be held. The meetings will be called to order at 6PM.  
Executive Committee meetings shall be held once a quarter unless needed more often.
2. One third  $\frac{1}{3}$  of the members of the Executive Committee shall constitute a quorum at any regular scheduled meeting of the Executive Committee.
3. The annual Senior membership dues of the Unit shall be \$50.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$10.00 to include Department and National per capita.
4. 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, Leadership, Legislative, Poppy, and Public Relations.
5. Unit elected Officers, consisting of President, Vice President, and Treasurer (name at least three officer positions) 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. Where deemed necessary a Recording Secretary and/or a Corresponding Secretary may be elected or appointed by the President to carry on the duties normally performed by the Secretary.
8. 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. The Budget will be set at the November Executive Committee meeting, and presented to the membership for approval at the next regular meeting. The "books" will be audited once a year, at the end of the fiscal year. The Auditing committee may employ an outside professional auditor/CPA to verify that the "books" are in order.
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 two (2) months prior to election.
10. Yearly elections may be by voice if there is only one candidate; but where there is more than one candidate for the same office, elections shall be by ballot and the majority of votes cast shall be necessary to elect. Elections shall be held no more than 90 days, or less than 15 days prior to the Department Convention.
11. The Unit shall sponsor delegates to attend each convention and conference. The delegates shall be Officers, Board members, or Chairmen. The Unit will pay their entrance fee to these events. Each delegate or alternate shall be allowed \$50.00 per day for meals as long as they attend the majority of meetings. Up to two (2) rooms for four (4) delegates will be paid by the Unit. Alternates shall pay for their own hotel accommodations. All members may attend such functions at their own expense except for their registration fees if not delegates or alternates.

The Unit will cover the expense of one (1) room if at the determination of the Unit President to attend the Fall Workshop meetings. Transportation would try to be "pooled" with the driver being Paid \$.50 per mile driven for gas.

12. 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
13. All applications for membership shall be voted upon at the next regularly scheduled general membership meeting following the making of such an application. Vote may either be oral or ballot. Vote may be accepted, rejected for further investigation or consideration. Proposed applicants should not be present during the voting process. Applicants should be escorted from the room and brought back only after the vote is complete
14. The outgoing president shall be responsible for organizing the installation program for newly elected officers in concert with the post.
15. Any member with at least 40 years continuous membership may qualify for their dues to be Paid by the Unit. Honorary memberships will also be given to Presidents completing two years Office
16. During a Unit meeting NO Unit 415 members shall remain at the bar or be served a drink from the bar. Alcoholic beverages are not allowed in the meeting. No smoking is allowed at the meetings.
17. Each Officer will be given a Unit guide purchased by the Unit. Also any chairman that desires one will be given a Unit Guide.
18. The President has the authority to spend up to \$100 in emergency cases up to two times a year, without previous consent, as long as she brings proof of transaction to the next meeting.
19. Delegates to the Department Convention, Fall Conference or Workshop will have their room(s) paid (double occupancy). Delegates are to attend Friday and Saturday General Sessions, all day, plus any "breakout" workshops possible. If monies are available, the delegates may receive \$30 per day, toward their food purchases.
20. Prior to a natural disaster it is advisable to digitize all important documents, create a virtual library of awards and certificates earned, continue to add to the Unit Email list for instant communication, create a membership travel kit and assign a person to gather the Charter, gavel, podium flags, etc. for their safe keeping. It is recommended that all officers save important documents by flash drive.
21. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.
22. Members shall wear at an official function an Auxiliary shirt with name badge or a solid white, blue, or red shirt. No shorts. At unofficial functions members may wear the American Legion Auxiliary Family T-shirts.

Standing Rules are adopted by a majority vote and may be amended by two-thirds  $\frac{2}{3}$  vote at any meeting, or if notice has been given, by majority vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON JANUARY 14, 2025

x Winifred Mechem  
Unit President

x Pate L. Smith  
Unit Secretary

x Winifred Mechem  
Unit Constitution and Bylaws Chairman