

## STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Babcock Ranch Unit 415, Inc., shall be held on second Tuesday of each month, unless otherwise specified and shall be called to order at 6:00 PM. An Executive Committee shall meet annually. The meeting shall be held in the first month following the installation of officers, on the second Tuesday at 5:30 PM.
2. One third (1/3) of the members of the Executive Committee 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 \$50.00 to include Department and National per capita. The annual dues of the junior membership shall be \$10.00 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 Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Poppy, and Public Relations.
5. Unit elected Officers, consisting of President, Vice President and Treasurer (name at least two 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 a Corresponding Secretary may be elected/appointed 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 an annual 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. The members of the nominating committee shall not be barred from becoming candidates for office.
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 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 \$25.00 per day for meals as long as they attend the majority of meetings. Up to two (2) rooms for eight (8) 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.

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 application. Vote may either be oral or ballot. Vote may be accepted, rejected for further investigation or consideration. Proposed applicant should not be present during the voting process. Applicant 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.
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16. 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 of office.
17. 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.
18. Each Officer will be given a Unit guide purchased by the Unit. Also, any chairman that desires on will be given a Unit Guide.
19. 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.
20. Delegates to Department Convention, Fall Conference or Workshop, will have their room(s) paid (double occupancy). Transportation would try to be "pooled" with the driver being paid \$.50 per mile driven, for gas. 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.
21. Prior to a natural disaster it is advisable to digitalize 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.
22. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.
23. Members shall wear at an official function an Auxiliary shirt with name badge or a solid white, blue or red shirt. No shorts.

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 December 7, 2023

x Winfred Necker  
Unit President

x Paul L. Smick  
Unit Secretary

x \_\_\_\_\_

Unit Constitution and Bylaws Chairman