

WHAT TO INCLUDE IN THE UNIT STANDING RULES

While most of the following questions/suggestions should be included, you may include additional items to clarify issues which have arisen within your Unit. Be proactive rather than reactive.

Meetings

1. Meeting day and time. Do you meet every month? If not, specify which months meetings are held.
2. Executive Committee meeting day and time.
3. Number of members which make up a quorum at a meeting
4. State if smoking and drinking are permitted during the meeting
5. How will the Unit handle meetings and nominations/elections during emergency situations?

Dues & Membership

6. Dues amounts to include National and Department per capita for seniors, juniors, dual members and Gold Star members.
7. Process for selecting Honorary Members.
8. Will membership applications and transfers be voted on at regular meetings?

Elections

9. Specify when elections will take place i.e. "An annual meeting of this Unit shall be held not more than ninety (90) days nor less than fifteen (15) days prior to the Department Convention for the purpose of electing officers".
10. Will installation of officers take place at the same time as the Unit's Post home officers?
11. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected or appointed by the President to carry on the duties normally performed by the Secretary. (Specify elected or appointed, not both)

Committees

12. What committees will the Unit have other than the Core committees established in the Bylaws?
13. How many members will be elected to serve on the Nominating committee and when will they be elected?
14. How many members will serve on the Budget Committee and will they be elected or appointed?
15. Who will serve on the Audit Committee (should not be a signer on the bank account/accounts) and will they be elected or appointed?

Finances

16. When will an annual budget be presented to the general membership for approval?
17. Which officers will be signers on the bank accounts (3-4 are suggested)? Each check should be signed by at least 2 of the officers shown.

18. "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."
19. How often will the Treasurer's records be audited?
20. When and how will the Treasurer submit her reports to the general membership?

Delegates & Alternates

21. "Delegates and Alternates to the Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two (2) weeks prior to the Department Convention." Delegates and Alternates shall have priority in the order of their election.
22. Will the Delegates and Alternates receive any remuneration to offset their out of pocket expenses to attend District meetings, Workshop, Fall Conference or Dept. Convention?

Other

23. Will cards be sent to ill or bereaved members? Will flowers, memorial contributions or assistance for funerals be given and at what limits?
24. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

Amendments

"These Standing Rules may be amended by a two-thirds (2/3) vote of the members present at a regular Unit meeting, or if notice has been given, by a majority vote."

The date of the meeting at which these Standing Rules were approved MUST be shown. ALSO

-The signature of the Unit's Constitution & Bylaws chairman and President or Secretary MUST appear on the bottom of the list. Be sure to leave a line for the signature of approval by the Department Constitution & Bylaws Chairman