

Section 5. Unexcused absence from _____ regular Unit meetings or Executive Committee meetings shall be sufficient cause for removal of an Executive Committee member from office. **(Mandatory)**

ARTICLE III Duties of Officers

Section 1. The President shall preside at all Unit regular and special meetings and at meetings of the Unit Executive Committee; appoint members of standing and other special committees except the nominating committee; appoint all officers not otherwise provided for with the approval of the Executive Committee; serve as ex-officio member of all committees except the nominating committee; enforce strict observance of the Constitution and Bylaws; bring to the Unit's attention all pertinent communications; and perform such other duties as custom and parliamentary usage require. **(Mandatory)**

Section 2. The First and Second Vice President in the order named, when called upon, shall assist the President and in her absence perform her duties and shall succeed her in office in case of death, resignation or removal and assume such duties as the Unit determines. **(Mandatory)**

Section 3. The Secretary shall conduct all official Unit correspondence; shall keep a record of proceedings and transactions of all Unit and Executive Committee meetings; shall act as custodian of all books, paper, applications, and records; shall keep a roster of names and address of all the members. The Secretary shall send out such notices as are directed by the President; process correspondence of the Unit; keep on file copies of all correspondence sent and received; and perform other such duties as shall be required of her by the President. In the event of absence of the President, First and Second Vice President, the Secretary shall call the meeting to order and preside until the Unit members select a temporary chairman. **(Mandatory)**

Section 4. The Treasurer shall receive all money belonging to the Unit and to account for them. She shall maintain two separate funds, namely a General and a Poppy Fund. All Poppy donations shall be placed in the Poppy Fund and be used to assist the veteran and his/her children. She shall keep an accounting of receipts and expenditures, making reports as requested and have a report for annual audit. She shall pay over and deliver promptly to her successor all money, voucher, books and papers belonging to the Unit. **(Mandatory)**

Section 5. The Chaplain shall offer prayer at opening and closing of each meeting and perform such duties as the President or custom may direct.

Section 6. The Historian shall compile pertinent records of all Unit and American Legion Auxiliary activities having historical value.

Section 7. The Sergeant-at-Arms shall preserve order at Unit meetings and perform such duties as the President or custom may direct. She may be designated as custodian of Unit colors and other property.